Template for Military letter of recommendation

Your unit or organization name  
Address line 1  
Address line 2  
Address line 3

Date

Office symbol or designation here

Receiving organization or unit name  
Name or title of recipient Address line 1 Address line 2 Address line 3

**MEMORANDUM FOR Commander**, (receiving unit or organization) Command, (Office symbol or designation), Address goes here

**SUBJECT: Memorandum of Recommendation for (Recommendees rank last name, first name)**, (SSN if required), (Recommendees unit or organization address)

1. I strongly recommend approval of (Rank first name last name)’s request for (state reason for letter). (Name of recommendee) has proven that s/he has the potential and requisite skills to be successful doing (reason for letter), no matter how difficult the task or assignment.

2. Over the past (#) years, (Name of recommendee) has continuously demonstrated her desire to lead and excel. NAME was selected to lead multiple activities while at (organization). Her (other activity) gave her the opportunity to (insert appropriate information). She assumed responsibility of the PROGRAM NAME and within a few months, achieved (insert appropriate information). (Discuss leadership abilities, high performance ratings, community involvement, physical fitness test scores, academic honors or other pertinent info). One of her greatest attributes is her ability (insert information here).

3. (Name of recommendee) has natural leadership ability, the intellect and qualities necessary to excel in (reason for letter). Although the (losing organization) will be sorry to lose an outstanding officer/NCO/Soldier/Sailor/Marine/Airman, the (organization recommendee is applying for) will gain a superb leader is she is selected.

COMMANDER’s NAME (all capital letters)

RANK, USA (All caps)

Commanding

(Adjust signature block as needed)