Military Letter of Recommendation

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| **OFFICE SYMBOL** CESAS-IM-PR | 14 Oct 16 |

**MEMORANDUM FOR** HQ ARSTRAT/XO

**SUBJECT:** Recommendation for Special Duty XXXXXXXX

1. Staff Sergeant Roscoe P. Coleman, 123-45-6789, is an intelligent, mature individual who learns easily, retains what he is taught, and is able to apply his knowledge in his daily work. He always produces quality work, even under stress, and is completely reliable. Sergeant Coleman's job performance is outstanding. In addition, he communicates well with supervisors and peers alike. He's also very courteous and his appearance is an example to others.

2. Sergeant Coleman would be an excellent choice for this sensitive position and I recommend him wholeheartedly and without reservation.

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|  | MSG WINCHESTER NCOIC, TCCC |