

[Your Name]  
[Your Title/Rank]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Rank]  
[Recipient's Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Service Member's Name], who has served under my command in [Unit/Department] for [duration]. During this time, [he/she/they] has consistently demonstrated exceptional skills and dedication to our mission.

[Service Member's Name] has shown remarkable [specific skills or traits, e.g., leadership, teamwork, technical skills] while participating in [specific projects, missions, or exercises]. One notable instance was when [describe a specific situation where the service member excelled]. In addition to [his/her/their] technical abilities, [Service Member's Name] possesses outstanding character traits, including [list personal qualities, e.g., integrity, resilience, commitment]. [He/She/They] has positively impacted [his/her/their] peers and contributed to a strong unit morale.

Given [his/her/their] proven track record and commitment to excellence, I wholeheartedly endorse [Service Member's Name] for [specific opportunity or position]. I am confident that [he/she/they] will continue to excel and contribute positively in any environment.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Signature]  
[Your Name]  
[Your Title/Rank]