

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

Dear [Recipient's Name],

I am writing to formally commend you for your exemplary service and dedication during [specific operation or period]. Your performance as [specific role or duty] has been nothing short of outstanding and has significantly contributed to our mission and overall unit effectiveness. Throughout [specific operation or time period], you demonstrated exceptional skills in [specific skills or actions], which resulted in [tangible results or impacts]. Your ability to [specific strength or quality] not only inspired your fellow service members but also ensured the safety and success of our operations.

I particularly want to highlight [specific instance or example]. Your quick thinking and decisive actions under pressure exemplify the highest standards of military service.

For your unwavering commitment and remarkable achievements, you are hereby awarded this letter of commendation. Thank you for your hard work, resilience, and excellence in service to our country.

Sincerely,

[Your Name]
[Your Rank]
[Your Unit/Organization]