

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

Subject: Commendation for [Service Member's Name or Unit]

Dear [Recipient's Rank] [Recipient's Last Name],

I am writing to formally commend [Service Member's Name/Unit] for their exemplary service and outstanding performance during [specific operation, event, or period].

Throughout this time, [Service Member's Name/Unit] demonstrated exceptional [skills/qualities], consistently exceeding expectations and setting a high standard for their peers. Their actions during [describe specific incident or duty] were instrumental in [describe the impact or outcome].

I would like to highlight the following accomplishments:

1. [Detail a specific achievement or contribution]
2. [Detail another specific achievement or contribution]
3. [Detail a final achievement or contribution]

[Service Member's Name/Unit]'s dedication, professionalism, and commitment to excellence embody the values of the United States Marine Corps. It is my pleasure to recognize their contributions and commend them for their efforts.

Thank you for your attention to this well-deserved commendation. Please feel free to contact me if you need any further details or support regarding this recommendation.

Semper Fidelis,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Rank]
[Your Unit/Command]