

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title/Position]
[Marine Corps Unit/Organization Name]
[Unit Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to recommend [Candidate's Full Name] for a [specific position, role, or program] within the United States Marine Corps. It has been my pleasure to [describe your relationship with the candidate, e.g., "work alongside them" or "supervise their efforts in..."] for the past [duration].

During this time, I have been continually impressed by [Candidate's First Name]'s [mention specific qualities such as leadership, commitment, and work ethic]. Their ability to [provide specific examples of accomplishments or contributions], showcases their dedication and capability to uphold the values and standards of the Marine Corps. [Candidate's First Name] possesses exceptional skills in [mention relevant skills or experiences], which I believe will serve them well in [specific position or role]. Furthermore, their [mention any character traits such as resilience, teamwork, or adaptability] make them an ideal candidate for this opportunity.

I wholeheartedly endorse [Candidate's First Name] for the [specific position, role, or program] and am confident that they will exceed expectations. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require further information.

Thank you for considering this recommendation.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization/Unit Name] (if applicable)