

[Your Name]
[Your Title/Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Defense Finance and Accounting Service (DFAS)]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to enthusiastically recommend [Candidate's Name] for a position at the Defense Finance and Accounting Service (DFAS). I have had the pleasure of working with [Candidate's Name] for [duration] in my capacity as [Your Position] at [Your Organization].

[Candidate's Name] has consistently demonstrated exceptional skills in [specific skills/areas relevant to DFAS], showcasing [his/her/their] ability to [specific achievements or contributions]. [He/She/They] possess a strong understanding of [relevant systems, processes, or regulations] which is crucial for the operations at DFAS.

In addition to [his/her/their] technical skills, [Candidate's Name] is known for [his/her/their] exemplary work ethic and strong collaborative abilities. [He/She/They] have an innate ability to communicate effectively with a wide range of stakeholders, making complex information accessible and understandable.

I am confident that [Candidate's Name] would make a significant contribution to the DFAS team. [His/Her/Their] dedication and professionalism set a standard that inspires others. I wholeheartedly recommend [him/her/them] for this opportunity.

Should you require any additional information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering this recommendation.

Sincerely,

[Your Name]
[Your Title/Position]