

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

Dear [Recipient's Name],

I am writing to formally recommend [Service Member's Name] for the Army Commendation Medal for their exemplary performance and outstanding service while assigned to [Unit/Organization] from [Start Date] to [End Date].

During this period, [Service Member's Name] demonstrated exceptional dedication and professionalism in [specific duties or roles]. Their contributions to [specific project, mission, or initiative] significantly impacted our unit's effectiveness and overall mission success. Specifically, [describe key accomplishments, skills demonstrated, and the impact of their actions]. These efforts not only met but exceeded the expectations of the [Unit/Organization].

In addition to their professional competence, [Service Member's Name] has shown remarkable leadership qualities by [mention leadership examples]. Their ability to motivate and guide fellow service members has fostered a positive and productive environment within our unit.

It is without reservation that I recommend [Service Member's Name] for this honor. Their commitment to duty and unwavering support to their fellow soldiers truly exemplify the Army values.

Thank you for considering this commendation. Should you require any further information or clarification regarding [Service Member's Name], please feel free to contact me.

Sincerely,
[Your Name]
[Your Rank]
[Your Position]