

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

[Recipient Name]  
[Recipient Rank/Position]  
[Recipient's Unit/Organization]  
[Recipient's Address]  
[City, State, Zip]

Subject: JKO Army Evaluation for [Service Member's Name]

Dear [Recipient Name],

I am writing to provide an evaluation of [Service Member's Name], who has served under my supervision in [Unit/Position] from [Start Date] to [End Date].

During this period, [Service Member's Name] has demonstrated exceptional performance in various tasks and responsibilities. [He/She/They] consistently exhibited strong leadership qualities, effective communication, and a commitment to the Army values.

[Insert specific examples of achievements, contributions, and skills.]

Overall, I highly recommend [Service Member's Name] for any opportunities that may arise and believe that [he/she/they] will continue to excel in [his/her/their] military career.

Thank you for considering this evaluation.

Sincerely,

[Your Name]  
[Your Rank]  
[Your Unit]