

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

Subject: Performance Review for [Service Member's Name]

Dear [Recipient's Name],

I am writing to provide a performance review for [Service Member's Name], who has served under my command in [Unit/Section] from [Start Date] to [End Date]. Throughout this period, [Service Member's Name] has consistently demonstrated exceptional performance and dedication to their duties.

[Service Member's Name] has excelled in their role by [specific achievements, responsibilities, and contributions]. Their ability to [specific skills or characteristics] has greatly benefited our team and mission.

In addition to their technical skills, [Service Member's Name] exhibits strong leadership qualities, including [examples of leadership or teamwork]. They positively influence their peers and contribute to a collaborative work environment.

I recommend that [Service Member's Name] be considered for [promotions, special assignments, or further training], as their continued growth and contribution to the Army will undoubtedly be invaluable.

Thank you for your time and consideration.

Sincerely,

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