

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

Dear [Recipient Name],

I am writing to recommend [Service Member's Name] for the [specific program, opportunity, or position] through the JKO platform. As [his/her/their] [supervisor/leader/mentor] in [specific context or situation], I have had the pleasure of witnessing [his/her/their] exceptional skills and dedication firsthand.

During [his/her/their] time with [your unit/organization], [Service Member's Name] has consistently demonstrated [key skills or attributes, such as leadership, adaptability, proficiency in specific tasks, etc.]. [He/She/They have] successfully [describe any relevant accomplishments, contributions, or experiences], which exemplifies [his/her/their] commitment to excellence and professional development.

I believe that [Service Member's Name] would greatly benefit from the opportunities provided by JKO and would contribute positively to [his/her/their] learning and growth. [His/Her/Their] willingness to absorb knowledge and share insights with peers makes [him/her/them] an excellent candidate for this program.

I strongly endorse [Service Member's Name] for [specific program, opportunity, or position], and I am confident that [his/her/their] participation will reflect positively on [your unit/organization]. Please feel free to contact me at [your phone number] or [your email] if you require any further information or insights regarding [his/her/their] qualifications.

Thank you for considering this recommendation.

Sincerely,

[Your Name]
[Your Position/Rank]
[Your Unit/Organization]