TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

Sub: Military Letter of Recommendation

Dear **[NAME]**

I have the honor to recommend **[NAME]** for admission to the **[NAME]** . I have had the opportunity to observe **[RANK]**  since**[DATE]**  as a **[RANK]**

(He or She) demonstrates outstanding intelligence, maturity, and dedication.

**[NAME]**  is responsible for **[POSITION]** Last year, (he or she) completed **[EDUCATION]** that led to the promotion of the entire team **[TASK]** In order to improve (his or her) work, **[NAME]**  took advanced training courses **[NAME]** . (He or She) did this without study leave after working hours, which shows a deep involvement and dedication to the maritime service.

**[NAME]** hard work and diligence encourage me to recommend (him or her) for admission to your school. I am sure (he or she) will become a worthy member of your student team! For more details, do not hesitate to contact me by phone or mail.

Sincerely