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 am very delighted to recommend **[NAME]**  for the program. I have known (him or her) for **[TIME PERIOD]**  as an executive and responsible naval.

During the time I have been (his or her) mentor, I have been impressed by **[NAME]** professional achievements, (his or her) relentless pursuit of the subject and perseverance. I met **[NAME]**  when (he or she) joined the staff of our military ship **[NAME]** as **[RANK]** Since then, (he or she) has shown progress both in their professional field and in personal qualities.

From my 30-year career in the U.S. Navy as a chaplain, I am convinced that **[NAME]** needs further education, given (his or her) aspirations and talents. I am ready to tell you more about (his or her) personality, so I am waiting for your call or write if necessary.

Sincerely