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]**

My name is **[NAME]**  and I'm a **[ROLE]**. For the past **[#]** years, I've had the opportunity to **[NAME]**.

**[NAME]**  has shown, on multiple occasions, their dedication to **[SKILLS]**.

I'm confident that **[NAME]**  skills, experience and education can make a positive contribution to the military. Please don't hesitate to contact me if you have any questions or want to discuss **[NAME]** accomplishments.

Sincerely