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 plant manager at Tennent Manufacturing. For the past three years, I've had the opportunity to supervise and mentor **[NAME]** . During that time, I've seen her continued dedication to quality and efficiency as a production associate.

**[NAME]**  has shown, on multiple occasions, her dedication to attention to detail, teamwork, and communication. Although her current position entails production duties, **[NAME]** has helped her peers by coordinating training sessions and safety meetings that resulted in her winning Employee of the Month three months in a row. I believe her natural leadership skills and public speaking abilities can help her succeed in the military.

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 her accomplishments.

Sincerely,