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 professor at River University. For the past four years, I've had the opportunity to educate and mentor **[NAME]** on his educational journey. During that time, I observed him strive to excel in his studies and his desire to help others succeed.

**[NAME]** has shown, on multiple occasions, his dedication to leading others, putting others before himself and communicating in public speaking format.

During his time at university, he founded two community groups that helped over 60 students excel in their own studies. His dedication is also evident in his studies, where he finished his degree program with honors.

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

Sincerely,