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]**

It is with great pleasure that I recommend **[NAME]** for **[NAME]** . I have been his/her senior rater for the past **[#]** years and can personally attest to his/her intelligence, fortitude, and professionalism. **[NAME]** peers confirm his/her exceptional qualities as a leader, trainer, and motivator.

In addition, I found **[NAME]** always performed his/her duties in an exceptional manner. He/She possesses a breadth and depth of doctrinal knowledge seldom seen in an officer of his/her rank. **[NAME]** has the natural ability to express complicated and technical information clearly and concisely. His/Her patience and compassion will serve him/her well for **[NAME]**  and guarantee his/her continued success as a leader.

I am convinced found **[NAME]** will be successful in any endeavor he/she attempts.

If you have any requests or questions do not hesitate to contact me.

Best,

**[SIGNATURE]**