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]**

**[NAME]** is a highly qualified soldier who has continuously demonstrated his ability to lead and excel.

Its men like him that preserve my faith in the Marine Corps and help maintain the power of our armed forces.

It would be in your best interest to seriously consider Private **[NAME]** into the FTS program.

Sincerely,