**Sample**

January 6, 2010
MEMORANDUM FOR: Lt. Col. Kyle Garrison, Chief, Military Awards Branch
FROM: Maj. Francis Hart, 19th Infantry Division
SUBJECT: Letter of recommendation for Capt Kapaun, Jigar, 19th Infantry Division

1. This letter is to support the consideration for upgrade of the Distinguished Service Cross awarded to Captain Jigar Kapaun to a posthumous award of the Medal of Honor.

2. I had the honor of serving alongside Captain Kapaun for 5 years. Our last deployment was in Afghanistan where we set up a Security Partnering Team. During one of the scouting missions, Captain Kapaun and his tactical team were suppressed by heavy fire. A grenade was thrown into the building where the team had taken cover. Captain Kapaun, in an act of fearless heroism, dove on the grenade before detonation. This action saved the lives of 4 men and protected multiple others from severe injuries.

3. Captain Kapaun was awarded the Distinguished Service Cross but I believe his act of valor should be recognized with the highest decoration; the Medal of Honor. I’m sure you, too, will appreciate his act of courage and bravery and take this request into consideration.

Sincerely,
[Signature]
Maj. Francis Hart
(605) 224-4505