**Letter of Recommendation**

Office Symbol \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

MEMORANDUM FOR \_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recipient]

SUBJECT: Letter of Recommendation for \_\_\_\_\_\_\_\_\_\_\_\_\_\_, Social Security Number (SSN) of \_\_\_\_\_-\_\_\_\_-\_\_\_\_\_.

It is with great pleasure that I recommend \_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s Name] for \_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Position/Department Applying For]. I have been his/her senior rater for the past \_\_\_ years and can personally attest to his/her intelligence, fortitude, and professionalism. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s Name]’s peers confirm his/her exceptional qualities as a leader, trainer, and motivator.

In addition, I found \_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s 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. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Position/Department Apply For] and guarantee his/her continued success as a leader.

I am convinced found \_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s Name] will be successful in any endeavor he/she attempts.

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

Best,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Your Name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Rank]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Military Jurisdiction]