**Sample**

Dear Board of Corrections,

It is with great pride that I recommend Corporal John Kahle for the position of Warrant Officer. In his military service, Cpl Kahle has exhibited a strong sense of responsibility and a willingness to get involved in high stress situations. His ability to analyze a situation allows him to make good decisions at all times.

I had the privilege of commanding Cpl Kahle during his tour in the Middle East. Cpl Kahle was a respected member of our military police and was dedicated to being the best military law officer possible. His strong sense of responsibility meant that he was studying constantly and putting what he learned into action on a regular basis.

Cpl Kahle graduated from boot camp at the top of his class and he never lost that position of authority. He is a commendable young man who uses his strong ability to make quick decisions to everyone’s benefit. Cpl Kahle is a decorated soldier who saved two lives while putting his own in harm’s way. That is the kind of person you want as your warrant officer.

I strongly recommend that you hire Cpl Kahle as your next warrant officer and enhance your organization’s abilities. I can be reached at 555-323-2112 or by email at regwenn@email.com if you need more information.

Sincerely Yours,

Sgt. Reginald Wenn