**Sample of Military Letter of Recommendation**

From  
Richard Storm  
Sergeant First Class  
Eagle Fleet  
726, Freedom Street  
Fort Worth, Texas, USA

To  
Robert Hutt  
First Sergeant  
Eagle Fleet

Sir First Sergeant Hutt,

According to the task you handed me of finding a worthy candidate of promotion, I have zeroed in on Specialist John Goodman to the position of Corporal. I have carefully examined him and feel that he truly deserves promotion.

He has been one of the best specials and has consistently performed really well. He is given charge of training the new recruits. He has been training them well and there has been a marked improvement in all of them. They have also appraised his training skills as really good. They consider his weapons training as one of the best that they have had.

He has been with our fleet from a long time and is one of the best people you would find on the base. His has good work ethics as well. In fact, I am confident we will be promoting him again very soon. There are no two questions that this man deserves a promotion and firmly back this decision.

Please do call me if you want to discuss this decision even further and I will be glad to talk more. Thank you.

Sincere regards,

Richard Storm