SampleFrom  
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To  
Harold Carver  
Sergeant Major  
3rd Commodore Fleet

Mr. Sergeant Major Carver,

This letter is to recommend the Sergeant Sean Tombs be promoted to the position of a staff sergeant. I make this suggestion after carefully reviewing his performance over the period of one year. I believe he is now ready to handle the duties of a staff sergeant.

He has handled all his duties well and we need a good candidate like him to take over this position in the 3rd Commodore Fleet. He is liked by all his subordinates and his peers have all said positive things about him. He is willing to help one and all. His performance in combat is exceptional and he has also received commendations for his one year service in Afghanistan. He worked there as a private first class and received a promotion as soon as he returned.

Sergeant Tombs deserves a promotion and I am confident that he will do well as a Staff Sergeant. The most impressive factor about him is his treatment of his subordinates. Each one gave a glowing review about him and have said that he is extremely patient and helpful with each one. He is perfect to handle this position.

I would be available to you whenever you want to talk to me about this recommendation letter. Thank you.

Sincere regards,

Gary Jenkins