Military Letter of Recommendation

OFFICE SYMBOL

date

MEMORANDUM THRU

Command Sergeant Major, Battalion-Level Command
Command Sergeant Major, Brigade-Level Command

FOR President, Sergeant Morales Club Selection Board

SUBJECT: (Organization Name) Sergeant Morales Club Nomination and Performance Evaluation, Name and Organization of Nominee

1. I recommend that the above-named individual be considered for honorary membership and induction into the Sergeant Morales Club.

2. Name of individual has been a supporter of both the unit and the SMC program. He/She has been the primary sponsor of the battalion Soldier/NCO of the quarter and year programs. In addition, he/she has sponsored numerous unit events such as organization day, farewell and welcome-home ceremonies, and more. His/Her support to the unit does not stop there. He/She has volunteered his/her time by working with the unit on different community events, such as the recent Heidelberg Volksmarch. Furthermore, he/she has contributed both time and resources to the USAREUR Land Combat Expo and the Association of the United States Army (AUSA) convention.

3. The POC for this memorandum is the undersigned, DSN XXX-XXXX.

 Signature block of recommending official