

# 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]