

# MILITARY LETTER OF RECOMMENDATION

To Whom It May Concern:

I am honored to write this letter of recommendation for the below-named service member. This letter is provided in recognition of exemplary service, dedication, and conduct rendered during the period of active duty. This recommendation is made in accordance with applicable United States military regulations and reflects the highest standards expected of our Armed Forces.

## Service Member Information:

Full Name: \_\_\_\_\_  
Rank and Grade: \_\_\_\_\_  
Service Branch: \_\_\_\_\_  
Service Number / SSN: \_\_\_\_\_

## Recommender Information:

Full Name: \_\_\_\_\_  
Rank and Grade: \_\_\_\_\_  
Position and Unit: \_\_\_\_\_

## Purpose of Recommendation:

This letter serves as a formal recommendation for the service member identified above, affirming their qualifications for advancement, award, assignment, or other official recognition as deemed appropriate by the military authority.

### 1. Performance and Conduct

The service member has consistently demonstrated exceptional performance, professionalism, and adherence to military values, including integrity, respect, and selfless service. They have exceeded required standards in all assigned duties and exhibited leadership qualities that inspire confidence in peers and superiors alike.

### 2. Leadership and Teamwork

Exemplary in leadership roles, the service member effectively commands and mentors junior personnel, fostering unit cohesion and mission success. Their ability to collaborate across diverse teams and maintain high morale is commendable.

### 3. Technical and Professional Expertise

Possessing superior technical skills and expertise pertinent to their Military Occupational Specialty (MOS), the service member is a valuable asset to their unit, consistently delivering high-quality results and innovating solutions to complex challenges.

### 4. Commitment to Military Values and Ethics

The service member exhibits unwavering commitment to the core military values and ethical standards, maintaining discipline and a positive attitude even under adverse conditions. Their conduct reflects honor upon themselves and the

Armed Forces.

**5. Awards and Recognitions**

Throughout their service, the individual has been duly recognized with multiple awards and commendations, evidencing their outstanding contributions and dedication to duty.

**6. Potential for Future Service**

Given their record of achievement and leadership potential, the service member is highly recommended for future advancement and increased responsibilities within the military hierarchy.

**7. Additional Remarks**

This recommendation is provided without reservation and with full confidence in the continued exemplary service and contributions of the service member.

I hereby affirm that all statements contained in this letter are truthful and accurate to the best of my knowledge. This recommendation is made in good faith and in accordance with applicable United States military regulations and laws.

**RECOMMENDER'S SIGNATURE**

**SERVICE MEMBER'S SIGNATURE**

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Rank and Position: \_\_\_\_\_

Rank and Position: \_\_\_\_\_

Unit/Command: \_\_\_\_\_

Unit/Command: \_\_\_\_\_

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