

# MILITARY LETTER OF RECOMMENDATION

To Whom It May Concern:

From: \_\_\_\_\_

Subject: Letter of Recommendation for Military Service

It is with great honor and respect that I provide this letter of recommendation for the individual named below, who has served with distinction and exemplary conduct in the United States Armed Forces. This letter is intended to attest to their character, performance, and suitability for future assignments, promotions, or honors.

## Recommendee Information:

Full Name: \_\_\_\_\_

Rank and Branch of Service: \_\_\_\_\_

Service Number / ID: \_\_\_\_\_

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

## Recommender Information:

Full Name: \_\_\_\_\_

Rank and Branch of Service: \_\_\_\_\_

Position / Title: \_\_\_\_\_

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

## Purpose of Recommendation

This letter is provided to affirm the outstanding service and dedication demonstrated by the Recommendee throughout their military career. They have consistently exhibited professionalism, integrity, and commitment to mission success.

## Service Performance and Achievements

The Recommendee has distinguished themselves through exemplary performance in various assignments, earning commendations and accolades reflective of their skill, leadership, and dedication. Their contributions have significantly impacted unit readiness and mission accomplishment.

## Leadership and Character

Exemplary leadership qualities have been demonstrated by the Recommendee, fostering morale, discipline, and esprit de corps among peers and subordinates alike. Their ethical conduct and personal integrity exemplify the highest standards of military service.

## Physical Fitness and Military Bearing

The Recommendee maintains excellent physical fitness standards and presents a professional military bearing, consistently adhering to the regulations and expectations of the Armed Forces.

## Recommendation Summary

Based on the above, it is without reservation that I recommend this individual for any future assignment, promotion, or recognition that they may seek. Their continued service will undoubtedly bring honor and distinction to the United States Armed Forces.

**Confidentiality and Compliance**

This letter is confidential and intended for official use only. It complies with all applicable United States military policies and regulatory requirements regarding personal recommendations and endorsements.

**Legal and Regulatory Compliance**

This document is prepared and provided in accordance with United States federal law and military regulations governing personnel recommendations. Any unauthorized use or disclosure is prohibited.

**RECOMMENDER'S SIGNATURE**

**RECOMMENDEE'S ACKNOWLEDGEMENT**

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

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

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

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