

Military Service Reference Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Organization/Company Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to provide a reference for [Service Member's Name], who served in the [Branch of Military] from [Start Date] to [End Date]. During [his/her/their] time of service, [Service Member's Name] demonstrated exemplary commitment, leadership, and professionalism.

[He/She/They] was involved in [describe specific duties, roles, or achievements], which showcased [his/her/their] strong ability to [mention relevant skills]. [Service Member's Name] consistently displayed integrity and a strong work ethic that positively impacted [his/her/their] unit.

I wholeheartedly recommend [Service Member's Name] for any opportunity [he/she/they] may pursue. [His/Her/Their] discipline and dedication make [him/her/them] an excellent candidate for [specific job/position, if applicable].

Should you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering this reference.

Sincerely,

[Your Name]

[Your Title, if applicable]