

# Letter of Recognition

Date: [Insert Date]

To: [Service Member's Name]

[Service Member's Address]

Dear [Service Member's Name],

On behalf of [Organization/Unit Name], I am writing to formally recognize your exemplary service and dedication during your time in the military. Your commitment to [describe specific duties or roles] has been invaluable and greatly appreciated.

Your efforts have demonstrated not only professionalism but also a true sense of duty and leadership. We commend you for [mention specific achievements or accomplishments], which have made a significant impact on our mission and the lives of your fellow service members.

As you complete this chapter of your life, please know that your contributions will not be forgotten. We wish you all the best in your future endeavors and thank you for your service.

Sincerely,

[Your Name]

[Your Position]

[Organization/Unit Name]

[Contact Information]