

Letter of Commendation

Date: [Insert Date]

To: [Service Member's Name]

Rank: [Service Member's Rank]

Unit: [Service Member's Unit]

Address: [Service Member's Address]

Dear [Service Member's Name],

I am writing to formally commend you for your exemplary conduct and outstanding performance during your recent service with [Unit/Operation Details]. Your commitment to duty and professionalism have not gone unnoticed.

Your actions during [specific incident or operation], where you [describe specific actions taken], demonstrate your unwavering dedication to the values of [Branch of Service] and set a high standard for your fellow service members. Your ability to [mention specific skills or attributes] has greatly contributed to the success of our mission.

As a result of your exemplary conduct, you have earned the respect and admiration of your peers and superiors alike. It is with great pride that I acknowledge your hard work and dedication.

Thank you for your commitment to excellence and your service to our country. I look forward to witnessing your continued success in your military career.

Sincerely,

[Your Name]

[Your Rank]

[Your Position]

[Your Unit]