01 Jan 2020

# MEMORANDIUM FOR Col John Smith / MER/CV

# FROM: Your Name

# SUBJECT: Letter of Recommendation

1. Please accept this letter of recommendation for Capt Raymond Snuffy for the position of Wing Chief of staff.
2. Add meaningful examples of why you recommend this person. Try to keep the letter to a single page.
3. Use the Internet to find examples of similar recommendation letters.
4. Do not just give general statements like “He would be great at this job” without also giving a reason why: He would be great in this position because of his attention to detail and previous experience as a squadron commander and Wing Director of Operations.
5. Change the letterhead (unit name, address, NCWG shield) for your unit. NCWG letterhead should only be used when the message is being sent by a member of the NCWG staff. If you use the letterhead as is then the position/unit in your signature block below should be a wing position.

1. Provide a meaningful closing statement to summarize why you recommend this individual.

//SIGNED//

Name, Grade, CAP

Position, Unit