

Military/Government Leadership Recommendation “ Formal

Subject: Official Leadership Recommendation for [Rank/Title] [Last Name]

To Whom It May Concern:

This letter serves as my formal recommendation for [Rank/Title] [Full Name] for the [Position/Program/Promotion] under consideration. In my capacity as [your rank/title], I have supervised [Rank/Title] [Last Name] for [duration] and can provide authoritative assessment of [his/her/their] leadership qualifications.

[Rank/Title] [Last Name] has consistently exceeded performance standards and demonstrated the leadership competencies required for this opportunity. [His/Her/Their] record includes [specific achievements with quantifiable results], which reflect exceptional organizational skills, sound judgment, and commitment to mission success.

Technical proficiency, integrity, and accountability define [Rank/Title] [Last Name]'s approach to leadership. [He/She/They] has successfully commanded/managed [unit/team/project], maintaining operational readiness while developing subordinate personnel. [His/Her/Their] performance evaluations consistently rank in the top [percentage] of peers.

Based on [his/her/their] demonstrated capabilities and potential for increased responsibility, I recommend [Rank/Title] [Last Name] without reservation. [He/She/They] possesses the requisite qualifications and character for this position.

Respectfully submitted,

[Your Rank/Title]

[Your Full Name]

[Unit/Department]

[Official Contact Information]

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