DEPARTMENT OF THE AIR FORCE

Headquarters Air Force Services Center

JOINT BASE SAN ANTONIO LACKLAND TEXAS



MEMORANDUM FOR AFSVC/VMSS

FROM: Your Unit Name

1234 Street Address, Suite 156

Your Base, TX 12345-6789

SUBJECT: Letter of Recommendation for Rank First Last name

1. After a records review, I nominate Rank First Last name for consideration for the 2022 U.S. Open Wrestling Training Camp 13 March – 25 April 2022. During their time in this assignment, Rank Last Name has been a motivated, professional Non-Commissioned Officer, and an essential part of your unit/base. She is a self-starter who embodies the Air Force Core Values and is prepared to take on this new challenge. I also understand that if selected, the member will be TDY for approximately 50 days.

2. [Use this area to list nominee’s accomplishments, personal and professional. List any significant achievements that the selection committee should know.] Feel free to include, but not limited to, performance in assigned duties, leadership, resiliency, readiness, community involvement, significant self-improvement and anything connected to athletic abilities and aspirations.

3. Please direct any questions to Rank First Last name at email address.

 FIRST M LAST NAME, Colonel, USAF

Commander, Your Base

DSN: 123-456-789 COMM: 123-456-7899