

30 August 20\_\_

Letter of Support for Joe Soldier

1. Introduction. Describe who you are and your relationship to the Soldier.

2. I worked closely with 1SG Lastname during the \_\_\_\_ months he served as the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I observed his conduct and leadership daily and never questioned his ability, conduct, integrity, judgment, or character. (State what you know of the soldier's duty performance. Write about any outstanding incident that sheds a favorable light on the soldier.)

3. I regard this incident as an anomaly in 1SG Lastname’s \_\_ plus years of selfless and honorable service to our Army as a leader. 1SG Lastname did a superb job in extremely tough conditions at \_\_\_\_\_ and most recently in \_\_\_\_\_\_\_\_\_. As his OMPF indicates, he excelled as a First Sergeant and made significant contributions to our Army. He has numerous senior leaders, noncommissioned officers, and Soldiers who have worked for him and with him that concur with my assessment. Recognize his honorable service to our Army by retaining 1SG Lastname on active duty.

4. (State why you feel the soldier is an asset to the U.S. Army. State why you feel the soldier has the potential to remain in the U.S. Army.)

First name Last Name