**(SAMPLE)**

**NRD Letter Appreciation for Other Service Members**

From: Commanding Officer, Navy Recruiting District

To: (Service Member’s Name, Branch of Service SSN)

Via: (Service Members Current Duty Station)

Subj: LETTER OF APPRECIATION

1. I commend you for the outstanding support you have given to the mission of Navy recruiting. Your willingness to assist my recruiters in the (location) area has proven invaluable.

2. You can be justly proud of this achievement for it takes the strong level of enthusiasm and personal example you have displayed to recruit quality individuals for military service. Working with my recruiters is a direct reflection of the outstanding rapport enjoyed between our services.

3. On behalf of all Navy recruiters. I extend my sincere appreciation and wish you and your fellow recruiters continued success in meeting the challenges ahead.

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 (CO Signature)