

(Unit Letterhead)

(Office Symbol)

(Date)

MEMORANDUM FOR President, Warrant Officer Accession Board

SUBJECT: Letter of Recommendation for Selection as a Warrant Officer
(LAST, FIRST MI. SSN XXX-XX-XXXX, Unit)

1. Letters should be should be 3 to 5 paragraphs with specific, quantifiable comments about the service members character and tactical and technical competence.
2. Can use information from the service members entire record, including comments about schools completed, assignments, deployments, impact awards, achievements and accomplishments.
3. Generic flowery comments are not effective in communicating the service members attributes to board members. If you can change the name of the person being recommended to someone else and the comments are not false, then the letter is probably too generic to communicate effectively to board members.

(Signature)

(Signature Block of Recommending Officer)