# DEPARTMENT OF THE ARMY

**[YOUR UNIT LETTERHEAD]**

**CITY ST [ZIP CODE]**



[Office Symbol] [01 Date 2024]

MEMORANDUM FOR [Commander, General’s Rank and Full Name here, \_\_\_\_\_\_\_\_\_ Division, Joint Base \_\_\_\_\_\_\_\_, State Zip-Code.]

SUBJECT: Character Letter in Support of [the rank and name of the person you are writing this letter for.]

1. The first paragraph should be one or two sentences stating who you are and why you are writing. (“My name is Mr. John Doe, and I am writing on behalf of SSG Joe.”)

2. The second paragraph should be a brief statement describing your background and significant accomplishments. This is important because it shows your credibility. List your current employment, time on the job, other jobs you have held, special recognitions or awards you have received, and other achievements. (“I am the Command Sergeant Major for 1-23 Infantry Battalion and have served for 23 years. In that time, I have been a Team Leader, Squad Leader, Platoon Sergeant, Recruiter, S3 Plans NCO, First Sergeant, and G3 SGM.”)

3. The third paragraph should discuss the person you are writing about. Discuss how you know them, the nature of your relationship, and how much interaction you have had. It is important that you prove how well, and under what circumstances, you know this person. After establishing how you know them, speak to the positive traits and accomplishments you have observed. For example, you can include:

 a. Duty performance.

 b. Any specific character traits you observed.

 c. What type of person are they? What are their best character traits?

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 d. Opinions of their family life/interaction (if relevant).

 e. Their adherence to military standards, dress and appearance, military bearing, respect for superior, peers, and/or subordinates.

 f. Duty performance-specifically right after the incident/allegation.

 g. Attitude-specifically following the incident/allegation.

 h. Do they learn from their mistakes. Have they learned from their mistakes after the incident and how do you know that?

 i. Do they have good rehabilitative potential? (the ability to still contribute to the Army and Unit after this)

 j. Would you serve with them again and why? Would you take them to combat? Would you hesitate to follow their orders or put them in a leadership position?

4. The fourth paragraph should be a short statement of your closing thoughts. Such as requesting the General consider your statement at coming to an appropriate decision. These are just examples. Feel free to include your own personal thoughts and remarks.

5. The point of contact is the undersigned at (your phone number) or via email at (your enterprise email).

 FIRST M. LAST

 CSM, USA

 DUTY POSITION