

## Sample Letter of Recommendation

Letter of Recommendation should be from Commanding Officer on command letterhead. Please include verbiage reflecting your personal knowledge of the applicant and their experience with the Ombudsman Program.

Dear Ombudsman,

I am pleased to nominate you to attend Commander, Navy Installations Command's (CNIC) Certified Ombudsman Trainer (COT) course. Your demonstrated knowledge of the Command Family Ombudsman Program and outstanding work with our family members makes you an excellent candidate for this training.

If selected by CNIC, you can coordinate travel requirements and orders through (*command POC*). Upon satisfactory completion of this special training, please ensure that I receive a copy of your certificate.

Once qualified, I authorize you to teach the Ombudsman Basic Training (OBT) course for a minimum of one year after certification. Any training expenses must be approved by me prior to commencement of the requested training event.

This is a unique opportunity to make a special contribution on behalf of many Navy families. Thank you for your personal dedication and enthusiasm for this worthwhile endeavor.

Sincerely,

(Commanding Officer with title)

(CO's Email Address)