**(SAMPLE)**

**NRD LOA for Civilians:**

(Inside Address)

Dear (Person’s Name),

I was pleased to learn that you were personally involved in the recent enlistment of one highly qualified young person into the Navy from the (location) area.

Manning our fleet with top quality individuals requires maximum effort and the contribution you have made is sincerely appreciated. The level of cooperation and support you have demonstrated is invaluable to our recruiting effort and contributes directly to the overall security of our nation.

Navy recruiters throughout the (location) area join me in thanking of you for your outstanding commitment, both to your country and the United States Navy

 Sincerely,

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (NRD CO Signature)