

**THIS MEMORANDUM MUST BE PRINTED ON OFFICIAL LETTERHEAD**

Department of "insert Service Branch"  
Headquarters Address Here

Date

Memorandum For: Director of Admissions, School of Medicine, Uniformed Services  
University of the Health Sciences, 4301 Jones Bridge Road,  
Bethesda, MD 20814-4799

Subject: Recommendation for Letter of Approval

I do recommend "insert Applicants Rank and Full Name" to be given approval to apply for USUHS for the "insert matriculation year" First Year Class. I certify no administrative or disciplinary actions are pending on this application.

The point of contact for this matter is (Commanding Officer full name). I can be reached at (CO phone number) or by e-mail at (CO email address).

*Signature*

Commanding Officer Signature Block