(YOUR OFFICE SYMBOL) (DATE)

MEMORANDUM FOR ALL REVIEWING AUTHORITIES

SUBJECT: Character Statement for XXXX

1. [INTRODUCTION] A couple of sentences explaining who you are (rank, place of work, etc) and your relationship with the subject (co-worker, friend, supervisor, etc). This is important. The reader will automatically assign a certain level of credibility to the letter based on the relationship. The more distant the relationship, the more credible the letter will be perceived to be.

2. [BODY] The body is the majority of the letter. It can be one or several paragraphs. Here is where you make the case for the subject by describing your experiences with him or her and giving examples of the subject's good qualities. The first sentence should state your overall opinion of the subject and everything else written should support that statement.

Make sure you address the type of behavior that the person is accused of having. State how the individual has improved since the time of the incident in question. If you are advocating for the person to be retained in the army, detail the individual’s accomplishments, duty titles, impact on the unit, your opinion of his/her future potential and whether you would serve with them again. Explain why the subject is an asset to the army. Include any information which will help project a positive image of the subject.

3. [CLOSING]A single paragraph that reinforces your belief in the subject and summarizes your statement. Expressing a willingness to go further in defense of the subject by providing a phone number or offering to show up at any hearing will double the letter's effectiveness.

4. Please contact me if you have any questions or concerns. I can be reached at [email] or [phone number].

SIGNATURE