DD MON YYYY

MEMORANDUM FOR HQ RIO

FROM: UNIT/CC

 123 Air Force Road

 Your Base, XX 12345

SUBJECT: Recommendation Letter-Individual Reservist of the Year Award

A review of the official record review of Nominee Rank/First M.I. Last was conducted on DD Month YYYY and revealed no information that would bring discredit to the award or the United States Air Force during the award period.

 RegAF Unit Commander, Rank, USAF

Commander