25 June 2018

MEMORANDUM FOR Separation Authority

SUBJECT: Character Letter in Support of XXX

1. **Purpose:** My name is…, and I am writing on behalf of my friend and fellow Sailor – XXX.

2. **Professional Background:** I recently joined…I began my career as…I am presently….

3. **Observations of XXX:** I have known XXX since…We have served together in the following capacity. I have interacted with him both during duty hours and off-duty hours.

 a. Comments on his professionalism and duty performance.

 b. Comments on his integrity.

 c. Comments on his attitudes towards physical fitness and drug free lifestyle.

 f. Comments on willingness to continue serving with him.

 j. Based on my observations of XXX experiences since May 2015 and the personal changes he has since instituted, I believe that XXX will overcome this incident and be a productive member of the Navy. I would gladly serve in uniform with XXX again and hope that he has the opportunity to continue his service as a Sailor.

4. **Concluding Remarks:** Taken as a whole…I am also available for further comment at email and phone.