MEMORANDUM FOR Unit /CC

FROM: Unit /JA

SUBJECT: Letter of Appreciation

# Rank Name, Unit, served superbly as a bailiff in the special court-martial on date. Rank Name’s military bearing and professionalism greatly contributed to the dignity and orderly proceeding of the court-martial. Please extend my sincere thanks to him for a job well done.

Sincerely,

XXXXXXXXXXXXXXXX, Lt Col, USAF

Staff Judge Advocate