Using the Achievement Award Letter Paragraph and the following guidelines, draft a final letter The guidelines are:

Guideline 1)The nominee’s Name should always be in all capital letters

Guideline 2) The first sentence of the Award Letter paragraph that begins on line 12 must state “<Rank> <Name> is cited for outstanding achievement while serving aboard Coast Guard Sector <City>, <State> from <Start\_Month> <Start\_Year> to <End\_Month> <End\_Year>.”

Guideline 3)The last sentence of the award letter paragraph must be “ <Rank> <Name>’s dedication, judgment, and devotion to duty are most heartily commended and are in keeping with the highest traditions of the United States Coast Guard.”

Guideline 4) Line 1 of the letter should always have: “CITATION TO ACCOMPANY THE AWARD OF”

Guideline 5) Line 2 should always be a return carriage

Guideline 6)  should always say “THE COAST GUARD ACHIEVEMENT MEDAL” in all capital letters

Guideline 7)  should always say “(GOLD STAR IN LIEU OF SECOND)” in all capital letters

Guideline 8) Line 5 should always be a return carriage

Guideline 9) Line 6 should always say “TO” in all capital letters

Guideline 10) Line 7 should always be a return carriage

Guideline 11) Line 8 should always be the name of the person receiving the award

Guideline 12) Line 9 should always be the rank of the person receiving the award in all capital letters

Guideline 13) Line 10 should always say “UNITED STATES COAST GUARD” in all capital letters

Guideline 14) Line 11 should always be a return carriage

Guideline 15) Line 12 should start the Award Letter Paragraph, which should be one paragraph without breaks. Be sure to include guidelines 2 and 3 in the paragraph.

Guideline 16) After the award letter paragraph, there should be one return carriage line

Guideline 17) The last line of the letter should say, “The Operational Distinguishing Device is authorized.”