

# Command Sponsorship Letter

[Your Command's Official Letterhead]

[Date]

To: [Name of the Addressee]

[Title/Position]

[Address of the Addressee]

Subject: Command Sponsorship Letter for [Military Member's Full Name and Rank, Service Number]

Dear [Addressee's Title/Last Name],

I am writing to provide my full endorsement and support for the command sponsorship application of [Military Member's Full Name and Rank] for duty at [Overseas Duty Station Name and Location]. As the commanding officer of [Military Member's Unit/Command], I have had the privilege of witnessing [Military Member's Last Name]'s exceptional dedication, professional competence, and exemplary conduct during their service.

I hereby confirm that [Military Member's Full Name] is eligible and authorized for accompanied overseas duty, and their family composition includes [Spouse's Full Name (if applicable)] and [Number of Children and Their Full Names (if applicable)]. [Spouse's Full Name (if applicable)] is [mention spouse's status, e.g., a legal spouse] and [he/she/they] are eager to accompany [Military Member's Last Name] to [Overseas Duty Station Name].

As [Military Member's Last Name]'s commanding officer, I assure you of my personal responsibility in ensuring the well-being and good conduct of their family throughout their tour at [Overseas Duty Station Name]. I am confident that [Military Member's Last Name]'s presence at this duty station will enhance the effectiveness of our mission and contribute to the overall success of our military objectives.

Additionally, I would like to bring to your attention [any relevant additional information or special circumstances, if applicable].

Thank you for your prompt attention to this matter. If you require any further information or

clarification, please do not hesitate to contact me at [Your Contact Information].

Sincerely,

[Your Full Name]

[Your Rank and Position]

[Your Signature]

Cc: [List of any relevant personnel to receive a copy of the letter, if applicable]