

(Month written as word, year)

**From: Commandant**

**To: Commodore/Mr./Ms. First Name, MI Last Name, USCG  
Auxiliary**

**Subj: AUXILIARY LETTER OF COMMENDATION**

**1. I note with pride and am pleased to commend you for your performance of duty as Auxiliary Position from Month Year to Month Year. \*Begin here**

**There must be a minimum of 12 lines total in length but no longer than the prescribed margins, and must all fit on one page**

**2. You are commended for your outstanding performance of duty. By your meritorious service, you have upheld the highest traditions of the United States Coast Guard and the United States Coast Guard Auxiliary.**

**3. You are hereby authorized to wear the Auxiliary Commandant's Letter of Commendation ribbon bar.**

**For the Commandant,**

**Leave 4 single lines for signature**

**Name Sector Commander or Director of Auxiliary**

**Captain, U.S. Coast Guard**

**Sector Name or Director of Auxiliary**