**DD Month YYYY**

**From: Commandant**

**To: Commodore/Mr./Ms. First Name MI. Last Name, U.S. Coast Guard Auxiliary**

**Subj: AUXILIARY COMMANDANT’S 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.**

*The word "****exceptional****" must appear in the body of this paragraph.*

*The entire award must fit on one page, within the margins (1.9" on top and 1.0" on the sides and bottom)*

**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** *[if appropriate]* **(gold/silver star in lieu of a second/sixth).** *[if appropriate]* **The Operational Distinguishing Device is authorized.**

**For the Commandant,**

**Name of Sector Commander**

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

**Commander, Coast Guard Sector Name**