



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY SUSTAINMENT COMMAND
1 ROCK ISLAND ARSENAL
ROCK ISLAND, IL 61299-6500

REPLY TO
ATTENTION OF:

AMSAS-XX

Date

SAMPLE MEMO OF APPRECIATION/COMMENDATION

MEMORANDUM FOR Employee Name, Employee Title, Employee Address
(e.g., Mr. George Dubya, Logistics Management Specialist, U.S.
Army Sustainment Command (AMSAS-XXX), 1 Rock Island Arsenal, Rock
Island, IL 61299-6500)

SUBJECT: Memorandum of Appreciation (or Commendation)

1. Begin text.
2. POC line not used.

SIGNATURE BLOCK