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| Unit NameUnited States Coast Guard | Unit AddressStreet addressCity, State. Zip CodePhone: 1750June 20, 2012 |

Ombudsman Name

Address

City, State, Zip Code

Dear Ombudsman name

Subj: LETTER OF APPRECIATION

The service members and family members associated with the COMMAND NAME join me in thanking you for your dedicated support of our military and their families. Each year, Coast Guard Ombudsmen donate countless hours in service. I would like to take this opportunity to recognize you for the invaluable contributions you have made in support of the Coast Guard’s mission.

As COMMAND NAME Ombudsman, you are a member of an elite group of compassionate people, positively influencing the lives of those they encounter. During your tenure as our Ombudsman, you continue to assist and empower our command families to face numerous challenges, throughout deployments, relocation, and emergencies. The support you offer plays an instrumental role in ensuring the readiness of each military family member, and is key to the success of our command.

Though Coast Guard Ombudsmen do not wear military uniforms, they stand beside our active duty members and their families as valuable members of the command leadership team. Professionally trained as an information and referral specialist, the assistance you donate allows the command to maintain our focus on preparing, and successfully and safely, executing our mission. As an Ombudsman, you have been supportive, empathetic, calm in crises, encouraging, inspirational, and consoling through the unique situations our military families face.

Please know that we recognize you as a true “homefront hero” and we thank you for your service. Please accept this certificate and our gratitude for all that you do. It has been an honor to work with you, and I look forward to continuing to work with you in the future. Thank you for your service to the Coast Guard, and to the United States of America.

Very Respectfully,

# Signed

Commanding Officer