

Letter Home

Target Audience: Leaders at all levels

Purpose

To foster and support today's young Airmen (the future of our Air Force) and the bigger Air Force family.

Description

Those instances when you are "extra" proud of one of your Airmen become the perfect opportunity to share their good news. You, as the commander, send a letter to an Airman's family explaining why their son or daughter is such an instrumental part of the organization. The letter gives examples of why the Airman's family has reason to be proud. Make the memento extra special by including a photo of yourself and the Airman together.

Employ

- Prepare the letter citing the reason(s) why the Airman stood apart from their peers.
 - Examples include promotions, award presentations, end-of-course completions, after unit inspections, or when they are caught in the act of superior wingmanship.
- Use the template below if you would like
- Mail the letter



DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND

15 July 2015

Colonel First M. Last
Commander
1400 Hero Boulevard
Warrior Air Force Base WI 12345

Dear Mr. and Mrs. Smith,

I want to take the opportunity to thank you. I command 329 Airmen in the 123d Transportation Squadron at Warrior Air Force Base, Wisconsin. Your son, Airman John Smith, has recently joined my unit as a vehicle operations member. During our last commander's call, a quarterly briefing given by Airman for Airman, with the base leadership in attendance, your son gave a briefing on the proper aspects of self-aid and buddy care. John presented this extremely important information in a very articulate and knowledgeable manner. Afterwards, I spoke to a few of the senior leaders in attendance and all remarked at your son's upbeat attitude and professional delivery.

So again, let me thank you. Thank you for supporting your son's decision to join the United States Air Force. It takes a lot of courage to join the military, especially in these times of conflict. Let me assure you that your son is in good hands. First, as his commander, I take personal responsibility for his well-being. I will ensure that he gets fully integrated into the Air Force, undergoes world-class training, and receives every kind of support to develop and succeed as an Airman.

Thank you for raising your son to achieve such high standards of intellectual capability, physical fitness, moral judgment, and personal discipline. Are you aware that only 25 percent of Americans age 18 to 24 even qualify to join the Air Force? Your son is in this elite group and is surrounded by others of similarly superb character. Every Airman at Warrior Air Force Base lives by the same high ethos. It is embodied in our core values—Integrity First, Service Before Self, and Excellence in All We Do—and described in our Airman's Creed. I am thankful for the amazing character of these Airmen with whom I serve.

Thank you for encouraging your son to use his talents in the service of others. For however long John stays in the Air Force, his contributions to our nation will be great. Every Airman is critical to the completion of our mission, and ultimately to the security of our nation and its values. To that end, every member of the 123d Transportation Squadron is committed to ensuring the success of your son. I am thankful for the sense of duty and tireless efforts of every member of this great team.

I greatly appreciate the sacrifices you made in raising your son and the trust you have now placed in us to lead and care for him. We will never falter, and we will not fail.

Gratefully,

FIRST M. LAST, Colonel, USAF