

SAMPLE CERTIFICATE OF APPRECIATION (COA) MEMORANDUM

Office Symbol/Letter Head

Date

MEMORANDUM FOR Army Volunteer Corps Office, ATTN: AVCC, 6303 Wetzel Avenue, Building 1526, Fort Carson, Colorado 80913

SUBJECT: Fort Carson Commanding General's Certificate of Appreciation for **YOUR UNIT/ORGANIZATION/DIRECTORATE**

1. Request for the following Volunteers to receive the Fort Carson Commanding General's Certificate of Appreciation

- **PLEASE PROVIDE VOLUNTEER NAMES (FIRST & LAST—RANK, IF APPLICABLE)**

2. In this section, generally describe the outstanding performance, contributions, and how volunteers have impacted the organization.

Example: 'The following volunteers have provided outstanding support to the day-to-day operations of Volunteer Inc. Their dedication and commitment is unsurpassed and has furthered the organizations' initiatives...'

3. POC is (name of nominator), (phone number).

(SIGNATURE BLOCK)
Commander/Director