DD MM YY

MEMORANDUM FOR Rank/Title Name of Provider

FROM: Director of Behavioral Health, MTF, INSTALLATION

SUBJECT: Letter of Appreciation

1. Please accept my sincere appreciation for your outstanding support of evidence-based psychotherapy as BEHAVIORAL HEALTH PROVIDER TITLE, CLINIC TITLE, MTF, INSTALLATION from MONTH YEAR through MONTH YEAR. You have set a positive example for peers by using VA/DoD recommended evidence-based psychotherapies (EBPs) with patients, which has played a vital role in ensuring our Service members receive the highest standard of mental health care. Your actions strongly reflect Navy/Army/Air Force Medicine’s vision of providing healthcare that is patient-centered, provides best value, preserves health, and maintains readiness. You have also contributed to the Command’s ability to meet Defense Department standards for providing EBPs. Your advocacy for providing evidence-based treatment has had a notable and positive impact on your clinic and this MTF.

2. The Command appreciates your professionalism and dedication to providing the highest quality of health care services possible for our beneficiaries. Thank you again for your contributions to the hospital’s mission.

DEPTHEAD