

[Your Name]  
[Your Rank]  
[Your Position]  
[Unit Name]  
[Base Name]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Rank]  
[Recipient Position]  
[Unit Name]  
[Base Name]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally recommend [Employee's Name] for promotion to [Desired Rank/Position]. Throughout [his/her/their] tenure at [Unit/Organization Name], [Employee's Name] has consistently demonstrated exceptional leadership qualities, professionalism, and a commitment to excellence that aligns with the values of the United States Air Force. [Employee's Name] has [briefly describe accomplishments and contributions]. [He/She/They] has successfully [insert specific projects, missions, or duties performed] which have significantly impacted our operations.

In addition to [his/her/their] technical capabilities, [Employee's Name] has shown remarkable interpersonal skills, mentoring junior officers and fostering a cohesive team environment. [His/Her/Their] ability to adapt to challenges and guide [his/her/their] peers makes [him/her/them] an invaluable asset to our organization.

Based on [his/her/their] proven record of achievement and dedication to duty, I strongly endorse [Employee's Name] for [Desired Rank/Position] and believe [he/she/they] will continue to excel and serve honorably in this capacity.

Thank you for considering this recommendation.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Name]  
[Your Rank]  
[Your Position]