

[Your Name]
[Your Rank]
[Your Unit]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Rank/Title]
[Recipient's Unit]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Justification for Promotion Consideration

I am writing to formally recommend [Name of the Individual] for promotion to [Desired Rank] in the [Specific Unit/Branch]. I believe that [he/she/they] has consistently demonstrated exceptional performance and leadership qualities that align with the values and mission of the United States Air Force.

[Provide a brief background of the individual, including their time in service, key positions held, and areas of expertise. Highlight specific achievements or contributions to the unit or the Air Force.]

During [his/her/their] tenure in [Current Position], [Name of the Individual] [describe specific contributions, accomplishments, and the impact they have made]. For example, [provide quantifiable results, such as successful projects, initiatives led, or improvements made].

[Name of the Individual] has also displayed outstanding leadership by [detail examples of leadership, mentorship, or team-building efforts]. This not only boosted morale within the unit but also enhanced overall mission readiness.

Furthermore, [he/she/they] has pursued professional development opportunities, including [list relevant courses, certifications, or additional training], which further demonstrate [his/her/their] commitment to both personal and professional growth.

In summary, I strongly believe that [Name of the Individual] possesses the qualities, skills, and dedication necessary for the responsibilities that come with the rank of [Desired Rank]. [His/Her/Their] exceptional performance, leadership capabilities, and unwavering commitment to the mission of the Air Force uniquely qualify [him/her/them] for this promotion.

Thank you for considering this recommendation. I am confident that [his/her/their] promotion will benefit our unit and enhance our operational effectiveness.

Sincerely,

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