

[Your Name]  
[Your Rank/Position]  
[Your Unit/Organization]  
[Date]  
[Recipient's Name]  
[Recipient's Rank/Position]  
[Recipient's Unit/Organization]

Dear [Recipient's Name],

Subject: Recommendation for Promotion

I am writing to formally recommend [Candidate's Name] for promotion to the rank of [Desired Rank]. Over the course of their time in [specific unit or department], [Candidate's Name] has demonstrated exceptional skills and dedication that align with the values and mission of the Air Force.

1. **\*\*Performance Excellence\*\***: [Provide specific examples of the candidate's performance, achievements, and contributions that demonstrate their suitability for higher responsibilities.]
2. **\*\*Leadership Qualities\*\***: [Discuss the candidate's leadership skills, ability to motivate and mentor others, and how they have positively influenced their peers and subordinates.]
3. **\*\*Professional Development\*\***: [Highlight any relevant training, education, or certifications the candidate has pursued that support their readiness for promotion.]
4. **\*\*Community Involvement\*\***: [If applicable, mention any community service or volunteer work the candidate has engaged in that showcases their commitment to the Air Force and its values.]

In conclusion, I strongly believe that [Candidate's Name]'s exemplary skills and unwavering dedication make them an ideal candidate for promotion to [Desired Rank]. I am confident that they will continue to excel and contribute significantly to our organization.

Thank you for considering this recommendation.

Sincerely,

[Your Name]  
[Your Contact Information]