

[Your Name]
[Your Rank]
[Your Unit/Organization]
[Date]

[Recipient's Name]
[Recipient's Position/Title]
[Recipient's Organization]
[Recipient's Address]

Dear [Recipient's Name],

Subject: Promotion Recommendation for [Name of the Individual]

I am writing to formally recommend [Name of the Individual] for promotion to [Desired Rank]. Throughout their service, [he/she/they] has consistently demonstrated exceptional qualities that reflect the values and standards of the United States Air Force.

1. ****Professional Accomplishments****

- [Highlight specific achievements, initiatives, or projects completed.]
- [Include metrics or statistics that showcase the individual's impact.]

2. ****Leadership and Teamwork****

- [Describe instances where the individual has led teams or mentored others.]
- [Emphasize collaboration and contributions to unit cohesion.]

3. ****Adherence to Core Values****

- [Discuss how the individual exemplifies the Air Force core values of Integrity, Service, and Excellence.]
- [Provide examples of ethical decision-making and commitment to duty.]

4. ****Potential for Future Contributions****

- [Illustrate how the individual's skills and character make them a strong candidate for higher responsibility.]
- [Mention any ongoing development or training that supports their growth.]

In conclusion, I strongly endorse [Name of the Individual] for promotion to [Desired Rank]. I believe that [his/her/their] exemplary service and commitment make [him/her/them] an invaluable asset to our team and the Air Force as a whole.

Thank you for considering this recommendation. Please feel free to contact me at [Your Phone Number] or [Your Email] for any further information.

Sincerely,

[Your Name]
[Your Position]
[Your Unit/Organization]