

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

Dear [Recipient Name],

Subject: Promotion Recommendation for [Service Member's Name]

I am writing to recommend [Service Member's Name], [Service Member's Rank], for promotion to [Desired Rank] in the [Specific Branch/Unit] of the Air Force.

[Brief introduction of the service member, including their background, accomplishments, and contributions to the unit.]

[Detailed discussion of the service member's qualifications, skills, and readiness for increased responsibilities that align with the desired rank. Provide specific examples of their performance and leadership.]

[Highlight any awards, achievements, or training that further support the recommendation.]

In conclusion, I firmly believe that [Service Member's Name] possesses the dedication and capabilities required for this promotion. Their exemplary service aligns with the core values of the Air Force, and they will undoubtedly continue to contribute positively to our mission.

Thank you for considering this recommendation.

Sincerely,

[Your Name]  
[Your Rank]  
[Your Position/Title]