

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

[Recipient Name]  
[Recipient Rank/Title]  
[Recipient Unit/Organization]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Promotion Recommendation for [Promotee's Name and Rank]

I am writing to formally recommend [Promotee's Name] for promotion to the rank of [Desired Rank] based on their exceptional performance, dedication to duty, and unwavering commitment to the mission of the United States Air Force.

[Body Paragraph 1: Highlight the promotee's qualifications, achievements, and contributions to the unit.]

[Body Paragraph 2: Discuss examples of leadership, teamwork, and professional development. Include specific instances that illustrate the promotee's capabilities.]

[Body Paragraph 3: Mention any awards, recognitions, or special projects that further demonstrate the promotee's readiness for promotion.]

In conclusion, I strongly endorse [Promotee's Name] for promotion, as I believe that their skills and character will continue to benefit our Air Force.

Thank you for considering this recommendation. Please feel free to contact me for further specifics regarding [Promotee's Name].

Sincerely,

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