

\*\*[Your Name]\*\*  
\*\*[Your Rank]\*\*  
\*\*[Your Unit/Organization]\*\*  
\*\*[Date]\*\*  
\*\*To:\*\*  
\*\*[Promotion Board/Recipient's Name]\*\*  
\*\*[Promotion Board/Recipient's Organization]\*\*  
\*\*Subject:\*\* Promotion Recommendation for [Candidate's Name]  
Dear [Promotion Board/Recipient's Name],  
I am writing to formally recommend [Candidate's Name] for promotion to the rank of [desired rank] based on their exemplary service and contributions to [Unit/Organization]. Below are key organizational tips and attributes that underline their qualifications:

1. **\*\*Leadership Qualities:\*\***
  - Highlight specific instances where the candidate demonstrated leadership.
  - Include testimonials or observations from peers or superiors.
2. **\*\*Accomplishments:\*\***
  - List notable achievements and responsibilities.
  - Provide quantifiable results where possible (e.g., project outcomes, efficiency improvements).
3. **\*\*Professional Development:\*\***
  - Emphasize any additional training, certifications, or education.
  - Mention participation in professional military education or volunteer activities.
4. **\*\*Teamwork and Collaboration:\*\***
  - Describe how the candidate has fostered a positive team environment.
  - Illustrate collaboration with different units or organizations.
5. **\*\*Community Engagement:\*\***
  - Highlight involvement in community service or outreach programs.
  - Discuss how these activities reflect the Air Force's core values.
6. **\*\*Final Recommendation:\*\***
  - Conclude with a strong statement of endorsement.
  - Encourage the board to consider [Candidate's Name] for promotion based on the outlined qualifications and achievements.

Thank you for your consideration of this promotion recommendation. I am confident that [Candidate's Name] will continue to excel and positively impact our Air Force.

Sincerely,  
[Your Signature]  
[Your Printed Name]  
[Your Contact Information]