

[Your Name]

[Your Rank]

[Your Unit]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally express my strong support for the promotion of [Promotee's Name] to the rank of [Desired Rank].

[Promotee's Name] has consistently demonstrated exceptional leadership qualities, commitment to service, and dedication to the mission of the United States Air Force. Their contributions to [specific projects, initiatives, or accomplishments] have significantly enhanced our operational effectiveness and reinforced our core values.

Throughout [his/her/their] tenure, [Promotee's Name] has exemplified [specific traits or skills, e.g., leadership, teamwork, integrity] by [specific actions or outcomes]. This dedication has not only inspired peers but has also fostered an environment conducive to growth and excellence within our unit.

I strongly believe that promoting [Promotee's Name] will not only reward their hard work and dedication but also boost morale and inspire all personnel around them. As we strive to meet the challenges ahead, [his/her/their] continued leadership will be invaluable.

Thank you for considering this recommendation. I am confident that [Promotee's Name] will excel in [his/her/their] new role and continue to embody the ideals of our Air Force.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Contact Information]