

[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],

I am writing to formally recommend [Candidate's Name], [Candidate's Rank], for promotion to [Desired Rank] within the United States Air Force.

Throughout [his/her/their] service, [Candidate's Name] has consistently demonstrated exceptional leadership qualities, a strong work ethic, and a commitment to the mission. [He/She/They] has played an integral role in [specific project or responsibility], resulting in [specific achievements or outcomes].

[Candidate's Name] embodies the core values of the Air Force: Integrity First, Service Before Self, and Excellence in All We Do. [He/She/They] has shown [specific examples of how the candidate exemplified these values].

I firmly believe that promoting [Candidate's Name] will not only recognize [his/her/their] outstanding contributions but will also benefit our unit and the Air Force as a whole.

Thank you for considering this recommendation. I am confident that [Candidate's Name] will continue to excel in [his/her/their] new role and further contribute to our mission.

Sincerely,

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