

[Your Name]
[Your Rank]
[Your Unit/Organization]
[Date]
[Recipient's Name]
[Recipient's Rank]
[Recipient's Unit/Organization]

Dear [Recipient's Name],

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

I am writing to formally recommend [Service Member's Name] for promotion to the rank of [Desired Rank]. Over the course of their service, [Service Member's Name] has consistently demonstrated exceptional leadership, dedication, and commitment to the mission and values of the United States Air Force.

[Paragraph highlighting significant achievements, duties, and contributions].

[Paragraph discussing leadership qualities and impact on the unit or team].

[Paragraph offering any additional relevant certifications, training, or education].

In conclusion, I strongly support [Service Member's Name]'s promotion, as I believe they will continue to excel and contribute positively to our organization as they take on new challenges in their career.

Thank you for considering this recommendation.

Sincerely,

[Your Name]

[Your Contact Information]