

**\*\*Air Force Promotion Recommendation Letter Outline\*\***

**1. \*\*Header\*\***

- Date
- Your Name
- Your Rank and Position
- Unit or Section
- Contact Information

**2. \*\*Salutation\*\***

- To Whom It May Concern / Specific Board or Officer's Name

**3. \*\*Introduction\*\***

- State the purpose of the letter
- Introduce the individual being recommended
- Mention the position or rank being recommended for

**4. \*\*Body\*\***

- **\*\*Professional Qualifications\*\***
- Discuss the individual's experience and skills
- Highlight relevant achievements and contributions
- **\*\*Leadership and Character\*\***
- Provide examples of leadership abilities
- Mention character traits and ethos (integrity, dedication, etc.)
- **\*\*Impact on Unit/Organization\*\***
- Describe specific contributions to the mission
- Include any awards, recognitions, or notable projects

**5. \*\*Conclusion\*\***

- Reiterate your recommendation for promotion
- Offer to provide further information if needed

**6. \*\*Closing\*\***

- Thank the board for considering the recommendation
- Sincerely / Regards
- Your Signature
- Your Printed Name
- Your Rank and Position