

[Your Name]
[Your Rank]
[Your Unit/Department]
[Date]

[Recipient's Name]
[Recipient's Rank]
[Recipient's Unit/Department]
[Recipient's Address]

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

Dear [Recipient's Name],

I am writing to formally recommend [Service Member's Name], [Service Member's Rank], for promotion to [Desired Rank] within the [Specific Unit/Branch].

[Service Member's Name] has consistently demonstrated exceptional performance in their role as [Current Position]. Their contributions have significantly impacted our mission, including [specific achievements or projects].

In addition to their outstanding work ethic, [Service Member's Name] exemplifies leadership qualities, mentoring junior members in [specific areas]. They possess the skills and dedication necessary for the responsibilities of [Desired Rank].

Given their accomplishments and commitment to excellence, I strongly support this promotion.

Thank you for considering this recommendation.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Contact Information]
[Your Position]