

[Your Name]
[Your Rank]
[Your Unit]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Rank]
[Recipient's Unit]
[Recipient's Address]
[City, State, Zip Code]

Subject: Promotion Recommendation for [Candidate's Name]

Dear [Recipient's Rank and Last Name],

I am writing to formally recommend [Candidate's Name], [Candidate's Rank], for promotion to [Desired Rank]. [He/She/They] have demonstrated exceptional performance, leadership skills, and commitment to service. [Insert brief details of the candidate's achievements, contributions, and qualifications that support the promotion.]

I believe [Candidate's Name] possesses the integrity and capability that aligns with the standards of [Desired Rank]. I highly endorse this promotion and look forward to seeing [his/her/their] continued success in the Air Force.

Thank you for considering this recommendation.

Sincerely,

[Your Name]
[Your Position]