

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Rank/Position]
[Unit/Office Name]
[Base/Organization Name]
[Base Address]
[City, State, Zip Code]

Subject: Recommendation for Promotion

Dear [Recipient Name],

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

[Candidate's Name] has consistently demonstrated exceptional service, leadership, and dedication throughout [his/her/their] career.

[Paragraph 1: Brief Introduction]

In this paragraph, provide an overview of your relationship with the candidate and your position. Discuss how long you have known the candidate and in what capacity.

[Paragraph 2: Accomplishments]

Highlight the candidate's significant achievements, contributions to the Air Force, and any accolades they have received. Be sure to include specific examples that illustrate their competence and work ethic.

[Paragraph 3: Leadership Qualities]

Discuss the candidate's leadership abilities. Mention specific instances where they have led a team, managed a project, or influenced positive change within their unit.

[Paragraph 4: Personal Attributes]

Describe the personal qualities that make the candidate stand out, such as integrity, dedication, resilience, and commitment to the mission.

[Paragraph 5: Conclusion and Endorsement]

Summarize your endorsement and express strong support for the promotion. Encourage the reviewer to consider the candidate's qualifications and potential for future contributions to the Air Force.

Thank you for considering this recommendation. I am confident that [Candidate's Name] will excel in the position of [Desired Rank] and continue to serve with distinction.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Rank/Position]

[Your Unit/Office Name]