

[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 Position]
[Recipient's Unit/Organization]
[Recipient's Address]
[City, State, ZIP Code]

Subject: Recommendation for Promotion of [Candidate's Name], [Candidate's Rank]

Dear [Recipient's Name],

I am writing to formally recommend [Candidate's Name] for promotion to the rank of [Desired Rank]. As [his/her/their] [Your Relationship to the Candidate], I have had the privilege to observe [Candidate's Name]'s professional development and dedication to duty over the past [duration]. [Insert specific examples of the candidate's accomplishments, leadership qualities, and contributions to the unit.]

[Candidate's Name] consistently demonstrates [specific traits such as leadership, commitment, excellence in duties, etc.], making [him/her/them] an ideal candidate for this promotion. I wholeheartedly believe that [his/her/their] skills and organizational contributions will continue to enhance our mission success.

Thank you for considering this recommendation. I am confident that [Candidate's Name] will excel in [his/her/their] new role.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Rank]
[Your Unit]