

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

Subject: Recommendation for Promotion

Dear [Recipient's Name],

I am writing to formally recommend [Service Member's Name], [Service Member's Rank], for promotion to [Desired Rank] in the United States Air Force. [Service Member's Name] has consistently demonstrated exceptional performance, commitment, and dedication to service that align with the core values of integrity, service before self, and excellence in all we do.

Throughout their time in [Service Member's Current Unit/Organization], [Service Member's Name] has exhibited outstanding leadership qualities by [specific examples of leadership/achievements]. Their ability to [mention relevant skills or accomplishments] has significantly contributed to the mission success of our unit.

In addition to their professional accomplishments, [Service Member's Name] is highly respected among peers and superiors alike. Their [mention personal qualities, e.g., reliability, teamwork, etc.] make them an invaluable member of our team.

I firmly believe that promoting [Service Member's Name] to [Desired Rank] will not only recognize their past endeavors but also elevate the capabilities of our unit. I wholeheartedly support this recommendation and look forward to witnessing the continued growth and contributions of [Service Member's Name] in this new role.

Thank you for considering this recommendation.

Sincerely,

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