

[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]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Promotion Recommendation for [Candidate's Full Name]

I am writing to formally recommend [Candidate's Full Name] for promotion to [Desired Rank] within the [Unit/Organization Name]. With [his/her/their] exceptional performance and dedication to duty, [he/she/they] embodies the core values of the Air Force and has consistently demonstrated the qualities required for this advancement. Throughout [his/her/their] tenure with [specific unit or position], [Candidate's Full Name] has excelled in [specific duties/responsibilities], contributing significantly to [specific achievements or projects]. [His/Her/Their] leadership skills have been evident in [specific examples], showing [his/her/their] ability to [specific skills or attributes].

In addition, [Candidate's Full Name] has earned [mention any awards, commendations, or special recognition]. [He/She/They] is not only a skilled [specific profession or role], but also a reliable team player who fosters a culture of collaboration and excellence.

I believe that promoting [Candidate's Full Name] to [Desired Rank] will not only recognize [his/her/their] hard work and commitment, but also enhance the capabilities of our team. I strongly support [his/her/their] promotion and look forward to seeing the continued positive impact [he/she/they] will have within our organization.

Thank you for considering this recommendation.

Sincerely,

[Your Name]  
[Your Rank]  
[Your Unit/Organization]