

[Your Name]
[Your Rank]
[Your Unit/Office]
[Your Base/Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Rank]
[Recipient's Unit/Office]
[Recipient's Base/Address]
[City, State, Zip Code]

Subject: Recommendation for Promotion

Dear [Recipient's Name],

I am writing to formally recommend [Candidate's Name], [Candidate's Rank], for promotion to [Desired Rank]. As [his/her/their] supervisor [or specific relationship], I have had the opportunity to witness firsthand [his/her/their] exceptional performance and unwavering dedication to serving our country.

[Provide specific examples of the candidate's achievements, leadership qualities, and their impact on the team/unit. Mention any awards, recognitions, or special projects the candidate has led or contributed to.]

[Describe the candidate's skills, attributes, and how they align with the responsibilities of the desired rank. Comment on their potential for further growth and contribution to the Air Force.]

In conclusion, I wholeheartedly support [Candidate's Name] for promotion.

I am confident that [he/she/they] will excel in [his/her/their] new position and continue to be a valuable asset to the Air Force.

Thank you for considering this recommendation. Please feel free to contact me if you require any additional information.

Sincerely,

[Your Name]
[Your Rank]
[Your Unit/Office]