

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

Dear [Recipient Name],

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

I am writing to formally recommend [Rank] [Candidate's Name] for promotion to [Target Rank] within the United States Marine Corps. [He/She/They] has consistently demonstrated exceptional leadership skills, unwavering dedication, and a thorough commitment to the values and mission of the Marine Corps.

Throughout [his/her/their] tenure with [Unit/Organization/Company], [Candidate's Name] has excelled in various roles, most notably [specific accomplishments or duties]. [He/She/They] has [describe any specific contributions that demonstrate readiness for promotion].

Moreover, [Candidate's Name]'s ability to [mention any soft skills or traits, e.g., inspire others, solve problems, etc.] has made a significant impact on [his/her/their] peers and the unit as a whole. [His/Her/Their] dedication is evident in [provide specific examples or situations where the candidate showed qualities of a leader].

In conclusion, I wholeheartedly endorse [Rank] [Candidate's Name] for promotion to [Target Rank]. [He/She/They] possesses the necessary qualities, skills, and dedication that align with the values of the United States Marine Corps.

Thank you for considering this recommendation.

Sincerely,

[Your Name]  
[Your Rank/Title]  
[Your Unit/Organization]  
[Your Contact Information]