

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

Dear [Recipient Name],

Subject: Recommendation for Promotion

I hope this letter finds you well. I am writing to formally recommend [Soldier's Name], [Soldier's Rank], for promotion to [Desired Rank]. [Soldier's Name] has demonstrated exceptional performance in various capacities during their service in [Unit/Branch], particularly in [specific achievements and contributions]. Their dedication and professionalism have significantly contributed to our mission and the overall success of the team.

Notably, [provide specific examples of accomplishments, leadership qualities, or attributes that warrant the promotion]. These efforts reflect [Soldier's Name]'s readiness for increased responsibility and their commitment to the Army's values.

I firmly believe that promoting [Soldier's Name] to [Desired Rank] will not only acknowledge their hard work and dedication but will also enhance our unit's effectiveness moving forward.

Thank you for considering this recommendation. I am confident that [Soldier's Name] will continue to excel and serve with distinction in their new role.

Sincerely,
[Your Name]
[Your Rank]
[Your Position]