

Military Leave Certification for Family Emergency

[Your Name]

[Your Rank]

[Your Unit]

[Date]

[Recipient Name]

[Recipient Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient Name],

I am writing to formally certify that I, [Your Name], serving in the [Your Unit], have been granted military leave for the purpose of addressing a family emergency. My leave is effective from [Start Date] to [End Date].

The nature of the family emergency is [brief description of the reason, if appropriate, such as illness, loss, etc.]. I appreciate your understanding and support during this difficult time.

If you require any further information or documentation, please do not hesitate to contact me at [Your Contact Information]. Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Contact Information]