

Leave of Absence Request

Date: [Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title/Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a leave of absence from [start date] to [end date] due to my service in the military. As a [your rank and branch of service], I am required to fulfill my duties, which will necessitate my absence from work during this period.

I intend to ensure a smooth transition and will complete all my responsibilities before my departure. I am happy to assist in training a temporary replacement or to provide any necessary documentation to facilitate my leave.

I appreciate your understanding and support in this matter. I look forward to your positive response.

Thank you for your consideration.

Sincerely,

[Your Name]