

Military Service Leave Request

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a military service leave of absence due to my upcoming active duty deployment. As a member of [Branch of Service], I have been ordered to report for duty on [Start Date] and will be required to serve for [Duration of Service].

In accordance with the [USERRA or relevant policy], I am entitled to take leave for the duration of my active duty service, and I plan to return to work on or around [Return Date]. I will ensure that my responsibilities are adequately managed in my absence and will provide any necessary handover information to my team.

I appreciate your understanding and support during this time. Please let me know if you need any additional information or documentation regarding my deployment.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Job Title]
[Department]