

# Request for Military Service Leave

Date: [Insert Date]

To: [Insert Supervisor's Name]

[Insert Company Name]

[Insert Company Address]

Dear [Supervisor's Name],

I am writing to formally request a leave of absence for military service due to my upcoming deployment. As a member of [Insert Branch of Military], I have been notified of my orders to report for duty starting on [Insert Start Date] and anticipated to be away until [Insert End Date].

In accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), I am entitled to military leave, and I intend to return to my position at [Insert Company Name] upon completion of my service.

Please let me know if you need any additional information or documentation to process my leave request. I appreciate your understanding and support during this time.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]