

Request for Military Service Leave

Date: [Insert Date]

To: [Insert Recipient's Name]

Title: [Insert Recipient's Title]

Organization: [Insert Organization Name]

Address: [Insert Organization Address]

Dear [Recipient's Name],

I am writing to formally request a leave of absence from [Start Date] to [End Date] in order to participate in a local community support event as part of my military service obligations. This event is crucial for fostering community relations and supporting fellow service members.

During this period, I will engage in activities that reflect positively on our organization and fulfill my duties as a service member committed to community involvement.

I appreciate your consideration of my request and am more than willing to discuss this matter further at your convenience. Thank you for your understanding.

Sincerely,

[Your Name]

[Your Rank/Title]

[Your Contact Information]