

Military Leave Request for Retirement Ceremony

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request military service leave on [start date] to attend my retirement ceremony, scheduled for [ceremony date]. As I transition to civilian life, it is important for me to participate in this significant event.

I appreciate your understanding and support regarding my request. Should you need any additional information or documentation, please feel free to contact me.

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

Sincerely,

[Your Name]

[Your Rank or Position]