

Request for Military Service Leave

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request leave from work for military service training exercises. My scheduled training will take place from [Start Date] to [End Date]. In accordance with the Servicemembers Civil Relief Act (SCRA), I am entitled to request this leave, and I am committed to ensuring a smooth transition and minimal disruption to our team.

I will ensure all my duties are up to date before my departure, and I am happy to assist in arranging coverage during my absence. Thank you for your understanding and support regarding my military obligations.

Please let me know if you require any further information or documentation regarding my leave request.

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

Sincerely,

[Your Name]

[Your Position]