

# Military Service Leave Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request military service leave for attending appointments with Veterans Affairs. As a veteran, it is essential for me to manage my health appointments effectively to ensure my well-being.

I would like to request leave starting from [start date] to [end date] to attend the aforementioned appointments. I will ensure that my responsibilities are managed in my absence and will provide any necessary information to facilitate a smooth transition during this period.

Thank you for considering my request. I look forward to your understanding and support. Please feel free to contact me at [Phone Number] or [Email Address] for any further information or clarification.

Sincerely,

[Your Name]

[Your Position/Title]