

# Military Leave Acknowledgment

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves to acknowledge your request for military leave due to family matters. We understand the significance of your duties and the importance of supporting your family during this time.

Your leave request has been approved for the period of [Start Date] to [End Date]. Please ensure that all necessary arrangements are made prior to your departure, and inform us of any updates regarding your status.

If you have any further questions or require assistance, do not hesitate to reach out.

Thank you for your service, and we wish you and your family the best during this time.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]