

Military Leave Application for Training

Date: [Insert Date]

To,

The Commanding Officer,
[Unit Name],
[Unit Address],

Subject: Application for Military Leave for Training

Dear [Commanding Officer's Name],

I am writing to formally request a leave of absence for training purposes. I am scheduled to participate in [Training Program Name] from [Start Date] to [End Date]. This training is crucial for my professional development and enhances our unit's operational capabilities.

I kindly request leave starting from [Leave Start Date] to [Leave End Date]. I assure you that all my responsibilities will be managed prior to my departure, and I will ensure a smooth transition for my tasks during my absence.

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

Sincerely,

[Your Name]
[Your Rank]
[Your Unit]
[Your Contact Information]