

# Military Leave Confirmation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to formally confirm that I, [Your Name], am currently on military leave for academic purposes, effective from [Start Date] to [End Date]. This leave is in accordance with [Mention Any Relevant Act or Policy, if applicable].

During this period, I will be unavailable for any academic commitments, but I will ensure that all necessary arrangements are in place to minimize any disruption to my coursework.

Thank you for your understanding and support in this matter. Please feel free to contact me via email or phone if you have any questions or require further information.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]