

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
Title
Company/Organization Name
Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally request an extension of my military leave originally scheduled to end on [original end date]. Due to [brief explanation of reason for extension, e.g., unexpected deployment, changes in military orders], I am unable to return to my duties as planned.

As per my previous communication, my military commitments are now set to conclude on [new end date]. I kindly ask for your understanding and support in granting this extension.

If you require any additional documentation or have any questions regarding my military leave, please do not hesitate to reach out.

Thank you for your attention to this matter and for your continued support.

Sincerely,
Your Name
Your Military Rank/Title (if applicable)
Your Military Branch