

# **Military Leave Inquiry for Benefits**

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inquire about the benefits available to me during my upcoming military leave. My service is scheduled to begin on [Insert Start Date] and will last until [Insert End Date]. I want to ensure that I understand my options regarding benefits, including health insurance, pay, and any other entitlements.

Please let me know if there are specific forms that I need to complete or any additional information you require from me to process my inquiry.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]