

# Military Leave Request

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Subject: Request for Military Leave

Dear [Supervisor's Name],

I am writing to formally request leave from [start date] to [end date] for military duty as outlined in my service obligations. The purpose of this leave is to fulfill [specific duty or training details].

I will ensure that all my responsibilities are covered and will provide a transition plan to ensure continuity during my absence. I am committed to minimizing any disruptions to our team.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]