

Application for Military Leave Authorization

Date: [Insert Date]

To:

[Supervisor's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally request military leave authorization due to my upcoming deployment/training with the [Branch of Military] from [Start Date] to [End Date]. As per [relevant policy or regulation], I am entitled to take this leave for my military obligations.

I will ensure that all my responsibilities are managed before my departure and will provide a detailed transition plan to assist my team during my absence. I aim to minimize any disruption to our operations.

Thank you for considering my request. I am looking forward to your favorable response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]