

Authorization Request for Military Leave

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 under the provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA). My service requires my attendance at [Specify Event/Training/Deployment] starting from [Start Date] to [End Date].

Please find attached the official documentation regarding my military orders for your records. I assure you that I will do my utmost to ensure a smooth transition of my responsibilities before my leave begins.

I appreciate your understanding and support regarding my military commitments. If you require any further information, please don't hesitate to contact me.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]