

# Request for Military Leave

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Supervisor's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally request military leave starting from [Start Date] to [End Date] due to [reason for leave, e.g., deployment, training, etc.].

As per [reference military policy or company policy], I am submitting this request in advance to ensure a smooth transition of my responsibilities during my absence.

Please let me know if you require any additional information or documentation regarding my request. I appreciate your understanding and support during this time.

Thank you for considering my request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]