

Request for Military Leave Approval

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [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 formally request approval for military leave from [Start Date] to [End Date] due to my upcoming deployment. I have attached the necessary documentation from my commanding officer to support this request.

During my absence, I will ensure that all my responsibilities are handed over to [Colleague's Name] to maintain continuity of work. I appreciate your understanding and support during this time.

Please let me know if you require any further information. Thank you for considering my request.

Sincerely,

[Your Name]

[Your Job Title]

[Your Department]