

Request for Military Leave Approval

To: [Supervisor's Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Date: [Current Date]

Dear [Supervisor's Name],

I am writing to formally request approval for military leave as I have been called to active duty with [Branch of Service]. I will need to be away from [Start Date] to [End Date].

Please let me know if any additional information is required to process my request. I appreciate your understanding and support during this time.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]