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MILITARY LEAVE LETTER

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Introduction

Military people and officers are the ones who fight for our country and protect it from the enemies. They live a very tough life but in case of an emergency they also need to have leaves like civilians. For this, they write a leave letter to their reporting officer and explain the reason for taking leaves. Through this letter, they are explaining them that at this point of time, their family needs their support.

Military Leave Letter Tips

Following points should be considered for writing an effective military leave letter:

- First and foremost, letter should be written with sheer generosity and professionalism.
- Tone of the letter should be polite.
- You must clearly state the reason as to why you wanted to take leaves.
- Letter should be brief and to the point.
- Once you are through writing the letter, please go through the same for amendments, if needed.

Sample Military Leave Letter

From,

Date: _____ (Date on Which Letter is Written)

To,

Sub: Requesting leave application

Respected Sir,

This is to bring to your kind attention that my sister is not well. She is suffering from high fever and my parents are very old to take care of her. Doctor has advised her to have complete bed rest. So, I am a last hope for them. If I will not reach there on time, the situation may worsen.

I have not taken any leaves for the past one year; you can check my leave records for the same. But now, my family needs me and I want to be with them to take care of my sister. It would be of immense help if you grant me leave for one month and also sanction my previous years leave allowance so that I can support them financially also.

I hope you will understand and sanction my leaves.

Thanking you,

Yours sincerely'

Lt. Col. Peter Samuel

Military Leave Letter Template

From,

Date (Date on which letter is written)

To,

Sub: _____

Dear _____, (Sir with rank of the officer concerned)

I am sorry to inform you that _____ (give details) is suffering from _____ (mention reason) and my family needs my presence and moral support and I want to be with them. I would be very grateful to you if you sanction my leave for a period of(specify period); starting from Till

I am enclosing the leave application form for your reference. I hope you will understand the situation and grant me leaves for the above mentioned days.

Thanking you,

Yours sincerely'

(_____)

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