[Your Name]
[Your Rank/Grade]
[Your Employee ID Number]
[Your Phone Number]
[Your Email]

[Date]

[Supervisor's Name]
[Manager's Title]
[Company Name]
[Company Address]

Subject: Request for Extension of Military Leave of Absence

Dear [Supervisor's Name],

I am writing to formally request an extension of my current military leave of absence, which was originally scheduled to end on [Original End Date].

Due to [reason for extension: e.g., an amendment to my orders / an extension of my deployment / mandatory follow-on training], my military service obligations have been extended. My new expected date of release from active duty is [New End Date], and I anticipate returning to my position at [Company Name] on [Return to Work Date].

Attached to this letter, please find a copy of my updated military orders confirming this extension.

I remain committed to my role with the company and will provide further updates should my schedule change. Thank you for your continued support and for your compliance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Please let me know if you require any additional documentation.

Sincerely,

[Your Signature]

[Your Printed Name]