[Your Name]
[Your Employee ID Number]
[Your Job Title]
[Your Department]

[Date]

[Manager Name or HR Contact Name]
[Company Name]
[Company Address]

Subject: Request for Military Leave Pay Differential

Dear [Name],

I am writing to formally request a military leave of absence from [Start Date] to [End Date] to perform my duties with the [Branch of Service, e.g., National Guard / Reserve].

In accordance with company policy regarding military service, I am requesting pay differential for the duration of this deployment. My military orders are attached to this letter for your records.

To process the differential payment, I understand that I must provide my military Leave and Earnings Statements (LES) upon my return to verify the amount of my military base pay. Please let me know if there are specific forms or additional documentation required by the payroll department.

Thank you for your support of my military service. I look forward to returning to my position on [Expected Return Date].

Sincerely,

[Signature]
[Your Printed Name]