To: [Clinic Manager Name / Human Resources Department]

From: [Your Full Name]

Position: Clinic Receptionist

Date: [Current Date]

Subject: Request for Military Childcare Exigency Leave

Dear [Manager Name],

I am writing to formally request a leave of absence from my position as Clinic Receptionist due to a qualifying exigency arising from the military deployment of my [Spouse/Child/Parent], [Name of Service Member].

Due to this deployment, I must attend to urgent childcare and school-related activities that require my immediate attention. My period of leave is expected to begin on [Start Date] and I anticipate returning to my duties at the clinic on [End Date].

I understand my responsibilities at the front desk and am committed to ensuring a smooth transition. I will complete [Task 1] and [Task 2] before my departure to assist the team in my absence.

Attached to this letter, please find the required documentation, including [mention documents, e.g., active duty orders], to support this request under the Family and Medical Leave Act (FMLA).

Thank you for your support and understanding of my family's military service obligations.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]