Date: [Insert Date]

To: [Supervisor Name/HR Department]
Company: [Medical Billing Company Name]
Address: [Company Address]

Subject: Notice of Qualifying Exigency Leave - Post-Deployment Briefing

Dear [Recipient Name],

Please accept this letter as formal notification that I am requesting leave from my position as a Medical Biller, effective [Start Date] through [End Date].

This request is made under the Family and Medical Leave Act (FMLA) for a qualifying exigency. My [Relationship, e.g., Spouse/Parent/Child], [Name of Service Member], is returning from active duty deployment. I am required to attend official military post-deployment briefings and reintegration activities scheduled by the military.

I understand the importance of my current billing cycles and pending claims. Before my leave begins, I will ensure that all urgent coding, submissions, and payment postings are up to date. I am also available to brief [Colleague's Name] on the status of my assigned accounts to ensure no disruption in the revenue cycle.

Attached is the documentation regarding the official post-deployment briefing schedule.

Thank you for your support and for honoring this request to support my family during this transition.

Sincerely,

[Your Signature]
[Your Printed Name]
[Employee ID Number]