Date: [Date]

To: [Supervisor Name]
[Department Name]
[Facility Name]

From: [Your Name]
Medical Records Clerk

Subject: Leave of Absence Request for Military Exigency

Dear [Supervisor Name],

Please accept this letter as formal notification that I am requesting a leave of absence from my position as Medical Records Clerk due to a qualifying military exigency. My [Relationship, e.g., Spouse/Child/Parent], [Service Member Name], is a member of the [Branch of Service] and has been called to active duty.

I am requesting leave to attend an official military ceremony on the following date(s): [Date or Date Range].

I understand the importance of maintaining the integrity and organization of our department's medical documentation. Prior to my departure, I will ensure that all my current filing, digitizing, and record processing tasks are up to date. I am also happy to brief my colleagues on any pending requests to ensure no disruption in patient data management.

I have attached the official military orders and ceremony invitation as supporting documentation for this request.

Thank you for your support of my family and for your time in reviewing this request. I look forward to your approval.

Sincerely,

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