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

[Date]

To: [Clinic Manager Name]
[Clinic Name]
[Clinic Address]

Subject: Request for Military Transfer Exigency Leave

Dear [Clinic Manager Name],

Please accept this letter as formal notification that I am requesting a leave of absence due to a qualifying exigency arising from the military transfer of my [Relationship to Service Member], [Service Member Name].

[Service Member Name] is a member of the [Branch of Military, e.g., National Guard/Reserves/Regular Armed Forces] and has received official orders for a permanent change of station (PCS) or deployment to [Location, if known].

I am requesting this leave to assist with activities related to this transfer, including: [e.g., arranging for childcare, attending military briefings, making legal or financial arrangements, or assisting with relocation logistics].

I anticipate my leave will begin on [Start Date] and I expect to return to my duties at the clinic on [End Date/Return Date]. I have attached a copy of the official military orders to support this request.

I am committed to ensuring a smooth transition of my patient caseload and clinical responsibilities before my departure. I will coordinate with [Name of Colleague or Supervisor] to brief them on urgent matters.

Thank you for your support and understanding during this time.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]