

[DATE]

Clerk of Court  
[INSERT COUNTY] Courthouse  
[ADDRESS]  
[CITY/STATE/ZIP CODE]

RE: [CLIENT NAME]  
[Case Number if Known/SSN if Not]

To Whom It May Concern:

I am the Commander of \_\_\_\_\_. \_\_\_\_\_ is assigned to my unit, \_\_\_\_, at \_\_\_\_\_. His current military duties prevent him from appearing at the hearing that is apparently scheduled for \_\_\_\_\_, and leave is not authorized for that purpose at this time.

Sincerely,

[NAME, Rank], USAF  
Commander, [Unit]