



**CAPITAL CITY YOUNG MARINES**

Raleigh, North Carolina

Subj: **LEAVE OF ABSENCE REQUEST FORM**

Young Marine \_\_\_\_\_ is requesting

a Leave of Absence (**LOA**) for (check appropriate box below)

\_\_\_\_\_ Regular Scheduled Drill, Date: \_\_\_\_\_

\_\_\_\_\_ Dates ranging from \_\_\_\_\_ to \_\_\_\_\_

Reason for request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Young Marine Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Squad Leader

\_\_\_\_\_  
Date

\_\_\_\_\_  
Platoon Sergeant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Paymaster Signature  
(if time exceeds 1 month)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Unit Commander Signature

\_\_\_\_\_  
Date