Letter Supporting Stay of Civil Case

Case Number (if known): _____

Judge's Name (if known): _____

To whom it may concern:

I am the commanding officer for _____ (name), who is in military service. The service member's military duty prevents his/her appearance in a case that has been filed, and leave is not authorized.

_____ Sign here ► _____

Date

Typed or Printed Name _____

Unit and Rank _____

_____