

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a leave of absence for child care purposes. I would like to request leave starting from [Start Date] and anticipate returning on [End Date].

Due to [brief explanation of the situation, e.g., "the arrival of my newborn" or "the need to care for my child during a health issue"], I believe this time off is essential for my family's well-being.

I will ensure that all my duties are taken care of before my departure, and I am happy to assist in transitioning my responsibilities during my absence. Please let me know if you need any additional information or documentation.

Thank you very much for your understanding and support. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Job Title]