

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

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

Dear [Recipient Name],

Subject: Appeal for Child Care Leave

I hope this message finds you well. I am writing to formally appeal the decision regarding my child care leave request submitted on [original submission date].

I understand that my initial request for leave from [start date] to [end date] was not approved due to [briefly state reason for denial if known]. However, I would like to provide additional context and details regarding my situation.

[Explain the reasons for your appeal. Include any relevant information such as changes in your circumstances, the necessity of your leave for child care, and any supporting evidence, if available.]

I appreciate the company's policies on leave and understand the complexities involved. However, due to [specific reasons], I kindly request a reconsideration of my application for child care leave.

Thank you for your attention to this matter. I look forward to your understanding and support. Please let me know if you need any further information or documentation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]