

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally request a child care leave starting from [start date] to [end date] due to [brief reason, e.g., taking care of my infant].

I will ensure that my responsibilities are managed during my absence by [mention any preparations or delegations you have made]. I will also be available for any urgent matters via email or phone.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]