

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

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

Dear [Recipient's Name],

I am writing to formally request child care leave for the period of [start date] to [end date]. The reason for this leave is to [brief explanation of the reason, e.g., care for my child during a critical time].

I assure you that I will ensure a smooth transition of my responsibilities during my absence. [Optional: Briefly mention any arrangements made for coverage or transition plans].

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

Sincerely,

[Your Name]
[Your Position]