

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

[Supervisor's Name]
[Company's Name]
[Company's Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally request child care leave from [start date] to [end date]. This leave is necessary for me to [briefly explain reason, e.g., care for my child during an important transition, etc.].

I will ensure that all my current responsibilities are managed before my leave and will be available for any necessary handover. I appreciate your understanding and support in this matter.

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

Sincerely,

[Your Name]

[Your Job Title]