

[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 child care leave from [start date] to [end date]. The purpose of this leave is to [briefly explain reason, e.g., care for my child during a critical period].

I assure you that I will ensure a smooth transition of my responsibilities and will be available for any urgent matters via [your preferred communication method, e.g., email].

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

Sincerely,

[Your Name]

[Your Job Title]