

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Designation]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for Child Care Leave

I am writing to formally request leave for child care purposes. Due to [brief explanation of the reason, e.g., a family obligation, health issues, etc.], I would like to apply for leave starting from [start date] to [end date].

During my absence, I will ensure that all my responsibilities are managed and will provide [Colleague's Name] with a handover to cover my duties. I appreciate your understanding and support during this time.

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

Sincerely,

[Your Name]  
[Your Job Title]  
[Department]