

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Letter of Intent for Child Care Leave

I am writing to formally request a child care leave from [start date] to [end date] due to [brief reason, e.g., the need to care for my newborn]. This time off is vital for me to provide the necessary support and attention to my child during these early stages.

I assure you that I will ensure a smooth transition of my responsibilities before my leave begins. [Optional: Mention any plans you have for coverage or delegation of tasks.]

Thank you for considering my request. I look forward to your approval and am happy to discuss this further if needed.

Sincerely,

[Your Name]
[Your Job Title]