

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

Dear [Recipient's Name],

I am writing to express my support for [Employee's Name] in their request for child care leave. [Employee's Name] has been a dedicated member of our team, and their commitment to both their work and family is commendable.

The need for child care leave is critical at this stage, as [Employee's Name] needs to ensure proper care, bonding, and support for their child during this important time. Granting this leave will not only benefit [Employee's Name], but it will also allow them to return to work revitalized and more focused.

I wholeheartedly endorse their request and hope that you will consider it favorably. Please let me know if you need any further information or if I can assist in this matter.

Thank you for your attention to this important request.

Sincerely,

[Your Name]
[Your Position]