

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

Dear [Manager's Name],

I am writing to formally request child care leave from [start date] to [end date] due to [brief reason, e.g., "my child's health issues" or "personal family responsibilities"].

I have ensured that my work responsibilities are in order and have delegated my tasks to [Colleague's Name] during my absence. I will remain accessible via [email/phone] should any urgent matters arise.

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

Sincerely,

[Your Name]  
[Your Job Title]