

[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 hope this message finds you well. I am writing to formally request a leave of absence for child care purposes. Due to [brief reason for the leave, e.g., my child's school holidays, a medical appointment, etc.], I would like to take leave from [start date] to [end date].

I understand the importance of my responsibilities and will ensure a smooth transition by [mention any plans to cover your duties, if applicable]. I appreciate your understanding and support in this matter. Thank you for considering my request. I look forward to discussing this with you.

Sincerely,

[Your Name]
[Your Job Title]