

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

Dear [Supervisor's Name],

I am writing to formally request a child care leave of absence from work due to [reason for leave, e.g., the birth/adoption of my child]. I would like to request leave starting from [start date] and anticipate returning on [return date].

During my absence, I will ensure that my responsibilities are managed by [name of colleague or team] to maintain continuity. I am happy to assist in the transition process before my leave begins.

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

Sincerely,

[Your Name]  
[Your Job Title]