

[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]