

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

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request child care leave from [start date] to [end date] due to [brief explanation, e.g., a personal family matter, need for childcare, etc.]. I plan to ensure that my responsibilities are managed in my absence by [briefly explain plan for coverage, if applicable]. I am committed to making this transition as smooth as possible.

Please let me know if you need any further information or if there are forms I should complete prior to my leave. I appreciate your understanding and support during this time.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]