

[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],

Subject: Urgent Child Care Leave Request

I am writing to formally request urgent child care leave starting from [start date] to [end date] due to [brief explanation of the situation, e.g., a family emergency, illness, etc.].

I understand the importance of my responsibilities and will ensure that all my duties are covered during my absence. I will [mention any arrangements made to cover your work, e.g., handing over projects, delegating tasks, etc.].

I appreciate your understanding and support during this time. Please let me know if you need any further information.

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Job Title]