

[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 am writing to formally request childcare leave starting from [start date] to [end date] due to [brief reason for leave, e.g., "the birth of my child," "to care for my sick child," etc.].

I intend to ensure a smooth transition and will complete all pending tasks before my leave begins. I will also [mention any arrangements made for coverage, e.g., "hand over my responsibilities to [colleague's name]"] during my absence.

Please let me know if you need any additional information or if there are forms I should complete. Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]