

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Daycare Provider's Name]  
[Daycare Center's Name]  
[Daycare Center's Address]  
[City, State, Zip Code]

Dear [Daycare Provider's Name],  
I hope this message finds you well. I am writing to formally request holiday leave for my child, [Child's Name], who is enrolled in [Class/Group Name].

I would like to request leave from [Start Date] to [End Date], as our family will be [brief reason for holiday, e.g., traveling, visiting relatives, etc.]. During this time, I understand the importance of maintaining a routine for the children and appreciate any necessary arrangements that can be made.

Please let me know if you require any further information or documentation. Thank you for your understanding and support.

Sincerely,

[Your Name]  
[Your Relationship to the Child]