

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: Application for Daycare Leave

Dear [Manager's Name],

I am writing to formally request a daycare leave of absence for [number of days] starting from [start date] to [end date] due to [reason for leave - e.g., personal childcare commitment, illness of child, etc.].

I understand the importance of my responsibilities and will ensure that all my duties are covered during my absence. [Optional: Mention any arrangements made to manage your work, if applicable.]

I appreciate your understanding and support in this matter. Please let me know if you need any further information or documentation.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]