

**\*\*Subject:\*\* Request for Daycare Leave**

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request daycare leave from [Start Date] to [End Date] due to [brief reason, e.g., personal family commitments].

During my absence, I will ensure that all my responsibilities are managed effectively. I have delegated my tasks to [Colleague's Name] and will be available via email for any urgent matters.

Thank you for considering my request. I look forward to your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]