

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

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

Dear [Recipient Name],

I am writing to formally request leave from work due to my childcare responsibilities. I would like to request leave starting from [start date] to [end date].

The reason for this request is [briefly explain the situation, e.g., "to care for my child during a period of illness" or "to attend a daycare orientation for my child"]. I understand the importance of my role and will ensure that all my responsibilities are managed adequately prior to my leave.

Thank you for your understanding and support. I look forward to your favorable response.

Sincerely,

[Your Name]
[Your Job Title]