

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Employer's Name],

Subject: Request for Daycare Leave

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

As a parent, I need this time to ensure my child's wellbeing and to manage daycare arrangements. I will ensure that all my responsibilities are up to date before my leave begins and will remain reachable via email for any urgent matters.

Thank you for your understanding. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Job Title]
[Department]