

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

Dear [Daycare Provider's Name or "Staff"],

I am writing to formally request a leave of absence for my child, [Child's Name], who is enrolled in [Class/Room] at [Daycare Name]. Due to [reason for leave, e.g., a family matter, medical issue], we will need to take a break from daycare services starting on [start date] and expect to return on [return date].

I understand the policies regarding absences and will ensure to keep in touch regarding [Child's Name]'s enrollment status. If necessary, please let me know if there are any forms or procedures that I should complete during this time.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]