

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

Dear [Manager's Name],

I am writing to formally request a leave of absence due to daycare needs.

I would like to request leave starting from [start date] to [end date].

During this time, I will ensure that all my responsibilities are managed and will provide any necessary handover details to my colleagues.

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

Sincerely,

[Your Name]

[Your Job Title]