

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

Dear [Manager's Name],

I am writing to formally request a daycare leave from [start date] to [end date] due to [brief reason, e.g., my child's daycare being closed, personal family matters, etc.].

During this time, I will ensure that all my responsibilities are managed and I am happy to assist in any transition or handover of my duties. I appreciate your understanding and support regarding this matter.

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

Sincerely,

[Your Name]
[Your Job Title]