

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

Dear [Daycare Director's Name],

I hope this message finds you well. I am writing to formally request a temporary leave of absence for my child, [Child's Name], from [Start Date] to [End Date].

The reason for this leave is [brief explanation of the reason, e.g., family matters, medical reasons, etc.]. During this period, I will ensure that [Child's Name] continues to receive appropriate care and support. Please let me know if you require any further information or if there are forms I need to complete. Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]