

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Daycare Center's Name]
[Daycare Center's Address]
[City, State, Zip Code]

Dear [Recipient's Name],
I hope this message finds you well. I am writing to formally request an extension of my daycare leave for my child, [Child's Name], due to [reason for extended leave, e.g., personal circumstances, family matters, etc.].

Given the situation, I would like to extend the leave until [new desired end date]. I believe this additional time will be helpful for our family and I appreciate your understanding and support during this period. Please let me know if any further information or documentation is required. Thank you for your attention to this matter. I look forward to your positive response.

Warm regards,

[Your Name]

[Your Signature] (if sending a hard copy)