

[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 a leave of absence from daycare for my child, [Child's Name], due to [brief explanation of the reason, e.g., family commitment, medical reasons, etc.].

The requested leave dates are from [start date] to [end date]. During this time, I will ensure that [Child's Name] is engaged in productive activities and remains cared for in a safe environment.

Please let me know if you require any further information or documentation regarding this request. Thank you for your understanding and support.

Sincerely,
[Your Name]