

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

Dear [Daycare Provider's Name or "Director"],
I am writing to formally request a leave of absence for my child,
[Child's Name], who is enrolled in [Class/Program Name], due to [reason
for leave, e.g., illness, family emergency, travel, etc.].
We will need to take leave starting from [start date] and anticipate
returning on [return date]. I understand the importance of maintaining a
consistent schedule for the children and appreciate your understanding in
this matter.

Please let me know if you require any further information or
documentation regarding this request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Signature if sending a hard copy]