

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

Dear [Daycare Provider's Name],

I hope this message finds you well. I am writing to formally request a leave of absence for my child, [Child's Name], who is enrolled in [Class/Program Name], from [Start Date] to [End Date]. The reason for this leave is [briefly explain reason, e.g., family commitment, vacation, medical reasons, etc.].

I appreciate your understanding and support regarding this matter. Please let me know if you require any additional information or if there are forms I need to complete.

Thank you for your attention, and I look forward to hearing from you soon.

Sincerely,
[Your Name]