

[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],

I hope this message finds you well. I am writing to formally request leave for my child, [Child's Name], from daycare on [specific dates] due to [reason for leave, e.g., family commitment, illness, vacation].

[Child's Name] will return to daycare on [return date]. Please let me know if there are any forms I need to fill out or if you require any additional information.

Thank you for your understanding.

Sincerely,  
[Your Name]