

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally request leave under the Families First Coronavirus Response Act (FFCRA) due to [specific reason such as illness, caring for a sick family member, or childcare issues related to COVID-19].

I am requesting leave starting from [start date] and anticipate returning to work on [return date]. I will ensure that my responsibilities are managed in my absence by [briefly mention how you will cover your duties or any transition plans].

I appreciate your understanding and support during this time. Please let me know if you require any further documentation or details regarding my leave request.

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Job Title]