

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

Dear [Employer's Name],

I am writing to formally request childcare leave under the Families First Coronavirus Response Act (FFCRA) due to [briefly explain the reason, e.g., closure of my child's school or daycare].

I would like to request this leave starting from [start date] to [end date], during which I will be unable to perform my job duties as I need to care for my child. I understand that FFCRA allows for [mention any specifics about the type of leave, e.g., paid or unpaid], and I am hopeful to utilize this benefit during this time.

Please let me know if you require any additional information or documentation to process my request. Thank you for your understanding and support.

Sincerely,

[Your Name]
[Your Job Title]