

[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]

Subject: FFCRA Leave Request

Dear [Employer's Name],

I am writing to formally request leave under the Families First  
Coronavirus Response Act (FFCRA).

Reason for Leave:

[Briefly explain the reason for your leave, e.g., caring for a child  
whose school is closed due to COVID-19, personal sickness, etc.]

Leave Dates:

I would like to request leave starting from [start date] to [end date].

I understand that documentation may be required to support my leave  
request, and I am prepared to provide necessary information.

Thank you for considering my request. I look forward to your prompt  
response.

Sincerely,

[Your Name]  
[Your Job Title]