

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title/Company]  
[Recipient's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request support under the Families First Coronavirus Response Act (FFCRA) for my family. Due to [briefly explain the reason, e.g., a health issue, school closure, etc.], we are currently facing challenges that necessitate assistance.

To provide context, [elaborate further on the situation affecting your family and your need for support, including any relevant dates or additional details].

We believe that our circumstances meet the criteria set forth by the FFCRA and would greatly appreciate your understanding and support during this challenging time.

Thank you for considering our situation. Please feel free to contact me at [your phone number] or [your email address] if you require any additional information.

Sincerely,

[Your Name]

[Your Relationship to the Family Matter, if applicable]