

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

[Employer's Name]
[Employer's Address]
[City, State, ZIP Code]

Subject: FFCRA Declaration Letter

Dear [Employer's Name],

I am writing to formally request leave under the Families First Coronavirus Response Act (FFCRA) due to [specific reason, e.g., caring for a child whose school is closed].

As required by the FFCRA, I am providing the following information:

1. Reason for Request: [Briefly explain the reason, e.g., "I am unable to work because my child's school is closed due to COVID-19."]
2. Expected Duration of Leave: [Specify the anticipated start and end dates of leave.]
3. Employee Information: [Your job title and any relevant employee ID.]

Please let me know if any additional information or documentation is needed. I appreciate your understanding and support during this time. Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]