

****FFCRA Leave Application Template****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally request leave under the Families First Coronavirus Response Act (FFCRA). I am requesting this leave due to [briefly state the reason, e.g., care for a child whose school is closed, personal health issues related to COVID-19, etc.].

I anticipate needing leave starting from [start date] and expect to return to work on [return date].

If needed, I am happy to provide documentation supporting my request for leave. Please let me know if you require any additional information.

Thank you for your understanding and support during this time.

Sincerely,

[Your Name]

[Your Job Title]