

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

Dear [Supervisor's Name],

I am writing to formally request leave under the Families First Coronavirus Response Act (FFCRA) due to [provide reason--e.g., caring for a child, personal health issue, etc.].

I would like to request leave beginning on [start date] and plan to return on [return date]. I have included any necessary documentation to support my request, including [mention any attached documents, if applicable].

Please let me know if you need any additional information or documentation. Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]