

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

Dear [Employer's Name],

I am writing to formally request leave under the Families First Coronavirus Response Act (FFCRA) effective [start date] through [end date]. This request is due to [brief explanation of the reason for leave, e.g., caring for a child whose school is closed due to COVID-19, or being unable to work due to a COVID-19-related illness].

I have attached any necessary supporting documentation as required under the FFCRA guidelines. I will ensure that my responsibilities are managed during my absence and will assist in a smooth transition before my leave begins.

Thank you for your understanding. I look forward to your approval of my leave request.

Sincerely,

[Your Name]
[Your Job Title]