

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

Dear [HR Manager's Name],

I am writing to formally request leave under the Family First Coronavirus Response Act (FFCRA) due to [briefly explain your reason, e.g., a need to care for a child whose school is closed, or yourself being under quarantine].

My anticipated duration of leave is from [start date] to [end date]. I am unable to work during this time due to [provide any additional necessary details related to your request].

I have attached the necessary documentation to support my request, including [list any documentation you are providing, e.g., a notice of school closure, medical certification, etc.].

Please let me know if there are any forms or further information you require in order to process this request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]
[Department]