

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient'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].

I will be unable to work from [start date] to [end date] and plan to
return on [return date]. I understand the importance of my role and will
ensure a smooth transition of my responsibilities during my absence.

Please find attached [any required documentation, if applicable]. I
appreciate your understanding and support during this time.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]