

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

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally request a leave of absence under the Families First Coronavirus Response Act (FFCRA) due to personal obligations that require my immediate attention. I would like to request leave starting on [start date] and anticipate returning on [return date]. During this time, I will ensure that all my responsibilities are managed appropriately, and I am happy to assist in transitioning my tasks to ensure continuity.

Please let me know if you require any additional information or documentation to process my request. Thank you for your understanding and support during this time.

Sincerely,
[Your Name]