

[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],

Subject: FFCRA Leave Notification

I am writing to formally notify you of my request for leave under the Families First Coronavirus Response Act (FFCRA) due to [specific reason: e.g., a health concern related to COVID-19, needing to care for a family member, etc.].

I intend to take leave starting from [start date] and anticipate returning to work on [return date]. I believe this leave is necessary due to [briefly explain the situation, e.g., "my recent diagnosis," "my child's school closure," etc.].

Please let me know if you need any further information or documentation to process my request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]