

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

[Principal's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Principal's Name],

I am writing to formally request leave under the Families First Coronavirus Response Act (FFCRA) to participate in [specific school activities, e.g., my child's school play, sports event, etc.] scheduled for [dates of the activity].

As per the FFCRA provisions, I believe I qualify for leave due to [briefly explain your reason related to the school's event, such as providing care for a child whose school has closed or needing to assist with their participation in the activity].

I plan to take leave from [start date] to [end date], and I will ensure that all my responsibilities are managed in my absence. I am committed to maintaining clear communication during my leave and will be available via [preferred method of communication] should any urgent matters arise.

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

Sincerely,

[Your Name]
[Your Job Title/Position if applicable]