

**\*\*FFCRA Leave Notification Template\*\***

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[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for FFCRA Leave

Dear [Employer's Name],

I am writing to formally request leave under the Families First  
Coronavirus Response Act (FFCRA).

**\*\*Reason for Leave:\*\***

[Briefly state the reason for your leave, such as caring for a child due  
to school closure, personal illness related to COVID-19, etc.]

**\*\*Leave Dates:\*\***

I anticipate my leave will begin on [start date] and continue through  
[end date].

**\*\*Documentation:\*\***

[If applicable, mention that you can provide any necessary documentation  
to support your request.]

I appreciate your understanding during this time and look forward to your  
prompt response regarding my request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

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**\*\*End of Template\*\***