

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

Dear [Manager's Name],

I am writing to formally request leave under the Families First Coronavirus Response Act (FFCRA) due to [briefly state the reason for your leave, e.g., caring for a child whose school is closed, personal illness, etc.].

I would like to request leave starting on [start date] and anticipate returning on [return date]. During my absence, I will ensure that [mention how you will manage your responsibilities, e.g., handing over tasks, or being reachable if necessary].

I appreciate your understanding and support regarding this matter. Please let me know if you require any further information or documentation to process my request.

Thank you for your attention to this request.

Sincerely,

[Your Name]
[Your Job Title]