

****FFCRA Leave Request Template****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally request leave under the Families First Coronavirus Response Act (FFCRA) due to [specify the reason: caring for a child whose school is closed, health concerns, etc.].

Details of my request are as follows:

- ****Type of Leave Requested****: [Specify if it's for yourself, for a child, etc.]

- ****Start Date****: [Specify the date you wish to begin leave]

- ****End Date****: [Specify the date you intend to return or mention if it's indefinite]

- ****Total Number of Days Requested****: [Specify the total number of days]

I have included documentation to support my request, as required.

[Mention any attached documents, if applicable.]

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Department]