

****FFC R A Leave Letter Template****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request leave under the Families First Coronavirus Response Act (FFCRA) due to [reason for leave: e.g., quarantine, caring for a child, etc.].

I am requesting leave from [start date] to [end date]. During this period, I will be unable to [mention any obligations: e.g., perform my work duties, attend school, etc.].

I understand the importance of informing you as soon as possible and will keep you updated on my situation as it evolves. I have attached any relevant documentation to support my request.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Job Title]