

[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) for family care.

I am seeking this leave due to [briefly explain the reason for the leave,
e.g., caring for a child whose school is closed or providing care for a
family member affected by COVID-19].

I plan to take leave beginning on [start date] and would like to request
[number of weeks/days] of leave. I anticipate returning to work on
[return date].

Please let me know if you need any further information or documentation
to support my request. Thank you for your understanding and support
during this time.

Sincerely,

[Your Name]
[Your Job Title]