

# Leave Application for Childcare Issues

**Date:** [Insert Date]

**To,**  
[Manager's Name]  
[Company's Name]  
[Company's Address]

Dear [Manager's Name],

I am writing to formally request urgent leave due to unforeseen childcare issues that require my immediate attention. I need to be present to ensure the well-being and care of my child during this critical time.

I kindly request leave starting from [start date] to [end date]. I assure you that I will ensure minimal disruption to my responsibilities and will keep you informed of any developments regarding my situation.

Thank you for your understanding and support during this challenging time. I look forward to your prompt response.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Your Contact Information]