

Child Care Leave Application

Date: [Insert Date]

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

Dear [Manager's Name],

I am writing to formally request a short-term leave of absence for child care purposes. I require this leave starting from [Start Date] to [End Date] due to [brief reason for leave, e.g., my child's health needs].

I will ensure that all my responsibilities are managed before my leave, and I am happy to assist in preparing for my absence to ensure a smooth workflow during this period.

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

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