

Request for Family Health-Related Leave Documentation

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Subject: Request for Family Health-Related Leave Documentation

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request documentation regarding family health-related leave. As per the policy, I understand that certain documentation may be required to process my leave request efficiently.

My leave is intended to assist with [briefly explain the reason, e.g., caring for a sick family member], and I want to ensure all necessary forms and documentation are submitted in a timely manner.

If you could provide me with the required materials or direct me to where I can obtain them, I would greatly appreciate it. Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]