

Request for Childcare Accommodation

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Organization's Name]
[Organization's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request accommodation for childcare due to [briefly explain reason, e.g., changes in work schedule, personal circumstances, etc.].

As a [your position or role], I am committed to my responsibilities; however, balancing these with my childcare needs has become increasingly challenging. I would greatly appreciate any assistance you can provide in accommodating my situation.

Specifically, I am requesting [detail your specific request, e.g., flexible work hours, remote work options, access to onsite childcare services, etc.]. I believe that this adjustment will help me maintain my productivity and fulfill my obligations effectively.

Thank you for considering my request. I am looking forward to your understanding and support. Please let me know if there is any further information I can provide to assist in this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Contact Information]