

Childcare Emergency Leave

Subject: Emergency Leave Request - Childcare Crisis

Dear [Manager's Name],

I am writing to request emergency leave due to an unexpected childcare situation. My regular childcare provider [has fallen ill/is unavailable/emergency closure] and I have no backup arrangements available at this time.

I am requesting leave for [today/tomorrow] and possibly [additional days] while I arrange alternative care. I am actively working to resolve this as quickly as possible and will keep you updated on my situation.

I can be reached by phone for any urgent matters and will work remotely if any critical issues arise that only I can handle.

I appreciate your understanding and will confirm my return date as soon as childcare is secured.

Thank you,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/compassionate-urgent-leave-policy-template>