

Sample Child Care Letter

Date

Your Name

Your Address

Your City, State Zip

Dr. Richard Hooley, Superintendent
Valley Central School District
944 Route 17K
Montgomery, NY 12549

Dear Dr. Hooley;

I am writing to inform you that I would like to extend my child care leave. My child's birth date was _____.

I plan to return to work _____. If I can be of any assistance in finding a substitute for my position please do not hesitate to ask.

Sincerely,

Your Name

cc: Shelia Lease-Murphy, Human Resources

Principal of your building

Laurie Hey *or* Patti Lunden, VCTA