

Sample Child Care Extension Letter

Date

Your Name

Your Address

Your City, State Zip

Mr./Dr. John Doe, Superintendent
Valley Central School District
944 Route 17K
Montgomery, NY 12549

Dear Dr. Doe;

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

pc: Assistant Superintendent, Human Resources
Building Principal
VCTA President/Union Office