

[Your Name]
[Your Employee ID]
[Your Job Title]
[Your Department]

[Date]

[Manager's Name or HR Representative Name]
[Company Name]
[Company Address]

Subject: Request for Intermittent Leave for Foster Care Placement

Dear [Manager's Name],

I am writing to formally request a period of intermittent leave under the Family and Medical Leave Act (FMLA) and/or company policy, in connection with the placement of a foster child in my home.

The placement is expected to begin on [Start Date]. Because of the nature of foster care, I am requesting to take leave on an intermittent basis to attend required court hearings, mandatory case worker meetings, and medical appointments for the child.

I anticipate needing to be away from work approximately [Number] hours per week/month. I will make every effort to schedule these appointments in a manner that minimizes disruption to the department's operations and will provide as much advance notice as possible for each absence.

I have attached the initial placement documentation provided by [Agency Name]. Please let me know what additional forms or medical certifications are required to process this request.

Thank you for your support during this transition for my family. I look forward to discussing how we can manage my workload during this time.

Sincerely,

[Your Signature]
[Your Printed Name]