

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

To: [Manager's Name or HR Department]
[Company Name]

Subject: Request for Extended Foster Care Leave

Dear [Recipient Name],

I am writing to formally request a leave of absence to provide care for a foster child who has recently been placed in my home. As a licensed foster parent, I am requesting this time to assist with the child's transition and to attend necessary appointments and hearings.

I am requesting leave starting on [Start Date] and plan to return to work on [Return Date]. I intend to use [Number] weeks/days of leave during this period.

I am happy to provide the placement documentation or any other required certification from the foster care agency to support this request. I will also ensure that my current tasks are handed over to [Colleague's Name] or completed before my departure to minimize disruption to the team.

Thank you for your support and for considering this request. I look forward to your approval.

Sincerely,

[Your Signature]
[Your Printed Name]