

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

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

Subject: Request for Paid Foster Care Leave

Dear [Manager's Name or HR Representative],

I am writing to formally request a paid leave of absence in connection with the placement of a foster child in my home. As a foster parent, I require time to assist with the child's transition and to attend to necessary administrative and medical appointments.

I am requesting my leave to begin on [Start Date] and I expect to return to work on [Return Date].

I have attached the supporting documentation from [Name of Placement Agency] confirming the placement details. I intend to use [Number] days of my accrued paid leave benefits as per company policy.

Before my leave begins, I will ensure that all my current tasks are up to date and provide a status report for my team to ensure a smooth transition of my responsibilities.

Thank you for your support during this important time for my family. Please let me know if there are any further forms or information required to process this request.

Sincerely,

[Your Signature]
[Your Printed Name]