

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

[Date]

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

Subject: Request for Modification of Foster Care Leave

Dear [Recipient Name],

I am writing to formally request a modification to my previously approved foster care leave, which was scheduled to take place from [Original Start Date] to [Original End Date].

Due to [briefly state reason, e.g., a change in the child's placement date / unexpected legal requirements / an extension of the placement], I need to adjust my leave schedule as follows:

- **New Leave Start Date:** [New Date]
- **New Anticipated Return Date:** [New Date]

I have attached the updated documentation from the [Agency Name/Court] to support this modification request. I am committed to ensuring a smooth transition of my current tasks and will coordinate with my team to manage my workload during this revised period.

Thank you for your understanding and continued support as I welcome this child into my home. Please let me know if there are any further forms or steps required to process this change.

Sincerely,

[Your Signature]

[Your Printed Name]