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

[Date]

[Supervisor's Name]
[Company Name]
[Company Address]

Subject: Request for Family Caregiver Leave of Absence

Dear [Supervisor's Name],

I am writing to formally request a leave of absence from my position as [Your Job Title] to provide necessary care for a family member. Due to [briefly mention family member's relation or situation, e.g., my mother's recovering health], I need to take time off to assist with their daily needs and medical appointments.

I am requesting this leave to begin on [Start Date] and I anticipate returning to work on [Return Date].

Before my leave begins, I will ensure that all my current tasks are up to date and provide a status report for my ongoing projects. I am happy to assist in training a colleague or documenting my processes to ensure a smooth transition during my absence.

I have attached [mention any supporting medical documentation, if required by company policy]. I would appreciate it if you could let me know the next steps regarding the approval process and any paperwork required for [FMLA/Company Policy] leave.

Thank you for your understanding and support during this challenging time for my family. I look forward to your response.

Sincerely,

[Your Signature]

[Your Printed Name]