[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Supervisor's Name] or [HR Representative Name]
[Title]
[Hospital or Healthcare Facility Name]
[Department]

Subject: Request for Leave for Military Family Exigency (Childcare)

Dear [Recipient Name],

I am writing to formally request a leave of absence from my position as a Patient Care Technician due to a qualifying exigency arising from the military deployment of my [Relationship, e.g., Spouse/Parent], [Service Member's Name].

Due to this deployment, I must arrange for alternative childcare and attend to urgent childcare-related obligations that have arisen because of the service member's active duty status. This leave is requested under the Family and Medical Leave Act (FMLA) provisions for military exigency.

I anticipate needing leave starting on [Start Date] and expect to return to my duties on [End Date]. I may require this leave on [an intermittent basis / a continuous basis] during this period.

I have attached the required documentation, including a copy of the service member's active duty orders. I am committed to ensuring a smooth transition of my patient care responsibilities before my leave begins and will coordinate with my team to provide updates on my status.

Thank you for your support and for your attention to this matter. Please let me know if you require any further information or specific forms to be completed.

Sincerely,

[Your Signature]
[Your Printed Name]