

Letter of Appeal for Parental Leave of Absence

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally appeal the decision regarding my request for parental leave of absence submitted on [original request date]. As you may recall, I was seeking [number of weeks] weeks of leave to care for my [son/daughter] following their recent birth/adoption.

I believe that my situation warrants a reconsideration of my request due to [briefly explain the reason for your appeal, e.g., unforeseen circumstances, medical conditions, etc.]. I have attached additional documentation to support this appeal, which I hope will clarify my situation.

As a dedicated employee, I have always strived to fulfill my responsibilities to the best of my abilities, and I am committed to ensuring a smooth transition during my absence. I am willing to discuss any arrangements that might alleviate concerns regarding my leave.

Thank you for considering my appeal. I look forward to your favorable response and am open to discussing this matter at your earliest convenience.

Sincerely,

[Your Name]

[Your Job Title]