

# Application for Extended Parenting Leave

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an extended leave of absence from my position as [Your Position] due to my [relation to child, e.g., childbirth, adoption, etc.]. According to [Company Policy/HR Guidelines], I am eligible for [number of weeks/months] of extended parenting leave.

I would like to start my leave on [Start Date] and anticipate returning to work on [Return Date]. During my absence, I will ensure a smooth transition of my responsibilities and will be available for any necessary handover meetings.

Thank you for considering my application. I hope to receive your confirmation soon, and please let me know if you need any further information.

Sincerely,

[Your Name]