

Extended Parental Leave Request

Date: [Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally request an extended parental leave due to the recent birth of my twins on [Birth Date].

As per our discussion, I would like to take [number of weeks/months] of leave starting from [Start Date] to [End Date]. This time will allow me to support my family during this crucial period.

I have ensured that my current projects are on track for a smooth transition during my absence. I will also be available via email for any urgent matters.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

[Your Name]