

# Parental Leave Extension Request

Date: [Insert date]

To: [Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an extension of my parental leave due to ongoing health issues that require additional time for recovery and family care.

Since my initial leave started on [original leave start date], my condition has necessitated further attention, and I believe that extending my leave will enable me to fully recuperate and be in a better position to support my family.

I kindly request an extension of my leave until [new proposed return date]. I am committed to maintaining open communication and will ensure that all my responsibilities are managed in my absence.

Thank you for considering my request. I appreciate your understanding and support during this challenging time. Please let me know if you need any further information.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]