

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally request a reconsideration of my application for parental leave, which was unfortunately denied on [date of denial]. I believe there may have been some misunderstandings regarding my situation and would like to provide additional context.

As I previously mentioned in my application, my [describe your circumstances, e.g., the birth of my child, medical needs, etc.] necessitates my need for parental leave. I understand the company's policies and procedures, but I respectfully ask that you review my case with the following points in mind:

- [Point 1: Briefly explain your reasoning]
- [Point 2: Provide supporting details or documentation]
- [Point 3: Highlight any relevant policies or precedents]

I am fully committed to ensuring a smooth transition during my absence and am willing to discuss plans to cover my responsibilities while I am away. I sincerely appreciate your attention to this matter and your understanding of the importance of family during this time.

Thank you for reconsidering my request. I am hopeful for a favorable response.

Sincerely,

[Your Name]