

Parental Leave Request for Fostering a Child

Date: [Insert date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally request parental leave in order to foster a child. As I have recently been approved to become a foster parent, I would like to take advantage of this opportunity to support the child during this critical transition period.

I am requesting leave starting from [start date] to [end date]. I believe this time will allow me to provide the necessary care and stability for the child.

I will ensure that my responsibilities are managed prior to my leave. I am happy to assist in training a temporary replacement or redistributing my workload among colleagues to ensure a smooth transition.

Thank you for considering my request. I am looking forward to your positive response.

Sincerely,

[Your Name]