

# Parental Leave Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 parental leave in connection with the birth of my child, which is expected on [Due Date]. As per our company policy and in accordance with the Family and Medical Leave Act, I would like to take [number of weeks] weeks of parental leave, starting on [start date] and ending on [end date].

I will ensure a smooth transition and will provide any necessary documentation required for my leave. I am committed to completing my projects and will be available to assist with any urgent matters during my absence.

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

Sincerely,

[Your Name]