

# Parental Leave Request for Adoption

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 for the adoption of my child. I have been informed that the adoption process will be finalized on [adoption date], and I would like to begin my leave starting from [start date] and plan to return to work on [return date].

I appreciate your understanding and support during this transition. I am committed to ensuring a smooth handover of my responsibilities before my leave.

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

Sincerely,

[Your Name]