

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the parental leave benefits available to employees at [Company's Name]. As I am planning for an upcoming family addition, I would like to understand the specifics regarding eligibility, duration, and the application process for parental leave.

Could you please provide me with detailed information on the following:

- Eligibility criteria for parental leave
- Duration of the leave offered
- Any documentation required for the application
- Information regarding compensation during the leave

Thank you for your assistance. I appreciate your help in clarifying these benefits, and I look forward to your prompt response.

Sincerely,

[Your Name]