

# Parental Leave Extension Request

[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 hope this message finds you well. I am writing to formally request an extension of my parental leave. My original leave is scheduled to end on [Original End Date], but I would like to extend it until [Requested New End Date] due to [brief explanation of the reason, e.g., personal circumstances, child's needs, etc.].

I understand the importance of my role and assure you that I will make the necessary arrangements to ensure a smooth transition during my absence. I will also keep in regular touch with my team and provide any required updates.

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

Sincerely,

[Your Name]