

# Request for Parental Leave Extension

Date: [Insert Date]

To [Supervisor's Name],

I hope this message finds you well. I am writing to formally request an extension of my parental leave for childcare reasons. My current leave is set to end on [Insert End Date], but due to [brief explanation of circumstances, e.g., my child's needs, unforeseen circumstances], I would like to extend my leave until [Insert New End Date].

I understand the importance of my role and am committed to ensuring a smooth transition during my absence. I am happy to assist in any way possible to facilitate this process. Please let me know if you need any further documentation or have any questions regarding my request.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]