

Date: [Insert Date]

[Manager's Name]

[Manager's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

Thank you for your understanding regarding my previous parental leave. I appreciate your support during this important time for my family.

In response to your request for an update, I would like to formally request an extension of my parental leave until [insert new end date]. This additional time will allow me to fully support my family and ensure a smooth transition during this significant period.

I am committed to my responsibilities at [Company Name] and will ensure that all my duties are managed appropriately in my absence. I am happy to discuss this further and provide any additional information you may need to facilitate this request.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]