

Request for Parental Leave Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally request an extension of my parental leave to allow for additional bonding time with my [son/daughter]. My current leave is scheduled to end on [current end date], and I would like to extend this to [requested new end date].

As a new parent, I believe that this additional time will be vital for my family's adjustment and well-being. My intention is to create a nurturing environment that enables me to bond effectively with my child.

I will ensure that all my responsibilities are managed appropriately during my absence and can assist in training a temporary replacement if necessary. Please let me know if you require any documentation or further information regarding my request.

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

Sincerely,

[Your Name]