

# Request for Parental Leave Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 due to a special family event that requires my presence. As you are aware, my current leave is scheduled to end on [original end date]. I would like to extend my leave until [new end date].

Attending this event is important for my family, and I believe that being present will help support my family's well-being during this time. I am committed to ensuring a smooth transition of responsibilities and will be available to discuss how my duties can be managed in my absence.

Thank you for considering my request. I look forward to your understanding and support. Please let me know if you require any further information.

Sincerely,

[Your Name]