

Request for Parental Leave Extension

Date: [Insert Date]

To: [Manager/Supervisor's Name]

Company: [Company Name]

Address: [Company Address]

Dear [Manager/Supervisor's Name],

I hope this message finds you well. I am writing to formally request an extension of my parental leave, which is currently scheduled to end on [Original End Date]. Due to [brief reason for extension, e.g., unforeseen circumstances, medical advice], I would like to extend my leave until [New End Date].

Attached to this letter are the necessary supporting documents, including [list the supporting documentation, e.g., medical certificate, letter from healthcare provider]. I believe these documents provide clarity and support for my request.

I appreciate your understanding and support during this important time for my family. Please let me know if you require any additional information or documentation.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

Attachments:

- Medical Certificate
- Letter from Healthcare Provider