

Parental Leave Extension Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally request an extension of my parental leave due to unexpected family changes that have arisen. As you know, I initially planned to return on [original return date], but recent circumstances have made it necessary for me to extend my leave.

After careful consideration, I believe that an additional [number of weeks/months] would enable me to fully support my family during this transition. I am dedicated to ensuring a smooth process and am willing to assist in training my colleagues on my responsibilities during my absence.

I appreciate your understanding and support in this matter. Please let me know if we can discuss this further or if there are any forms I should complete. Thank you for considering my request.

Sincerely,

[Your Name]