

Parental Leave Application

Date: [Insert Date]

To,

[Manager's Name]

[Company's Name]

[Company's Address]

Dear [Manager's Name],

I am writing to formally request parental leave following the birth of my child through surrogacy. I would like to apply for leave starting from [Start Date] to [End Date], totaling [Number of Weeks/Days].

According to the company's parental leave policy, I am eligible for this leave due to my role as a surrogate parent. I will ensure that all my responsibilities are delegated to my colleagues during my absence and will be available via email for any urgent matters.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]