

Parental Leave Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request parental leave following the birth of my child, which is expected on [Insert Expected Date]. As per [Company's Policy/State Law], I would like to request [Insert number of weeks/months] of leave starting from [Start Date] to [End Date].

I have ensured that my current projects are on schedule and will collaborate with my team to facilitate a smooth transition during my absence. I am happy to assist in training a temporary replacement if necessary.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]