

# Parental Leave Request

Date: [Insert Date]

To,

[Manager's Name]

[Agency Name]

[Agency Address]

Dear [Manager's Name],

I am writing to formally request parental leave as I prepare for the arrival of my child. According to [Agency's Policy/State Law], I am eligible for [number of weeks/months] of leave starting from [start date] to [end date].

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

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]