

Medical Leave Request for Parental Care

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager/Supervisor's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager/Supervisor's Name],

I am writing to formally request medical leave to tend to my parental care responsibilities. My [child/children] require my assistance due to [briefly explain the reason, e.g., a medical condition or recovery from an illness].

I would like to request leave starting on [start date] and anticipate returning to work on [return date]. I will ensure that all my responsibilities are up to date before my leave and will be available via email should any urgent matters arise.

Your understanding and support in this matter would be greatly appreciated. Please let me know if you need any further information or documentation regarding my leave request.

Thank you for considering my request.

Sincerely,

[Your Name]