

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a leave of absence from work for [number of weeks/days] starting from [start date] to [end date] due to parental duties.

As a parent, I have certain responsibilities that require my immediate attention, and it is essential for me to take this time off to ensure my child's well-being and to fulfill my parenting obligations.

I am committed to ensuring a smooth transition during my absence and would be happy to assist in handing off my responsibilities to a colleague or provide any necessary training prior to my leave.

Thank you for your understanding and support regarding this matter. I look forward to your favorable response.

Sincerely,

[Your Name]  
[Your Job Title]