

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally request parental leave in accordance with the company policy. I am expecting [a child/a new addition to my family] on [due date or expected arrival date], and I would like to take leave starting from [start date] to [end date].

During my absence, I will ensure a smooth transition of my responsibilities. I am committed to keeping the team informed and will [mention how you plan to hand off duties, e.g., train a colleague, prepare detailed notes, etc.]. I am happy to discuss this further to ensure minimal disruption to our team.

Thank you for considering my request. I look forward to your understanding and support as I embark on this new chapter in my life.

Sincerely,

[Your Name]
[Your Job Title]