

[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 from [start date] to [end date] due to [reason, e.g., the birth/adoption of my child]. I would like to take [number of weeks] weeks off to care for my [son/daughter/child]. I will ensure that all my responsibilities are managed before my leave begins and will coordinate with my team to cover any urgent tasks during my absence.

Thank you for your understanding. I look forward to your approval.

Sincerely,

[Your Name]
[Your Job Title]