

[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 due to the birth/adoption of my [son/daughter] on [expected or actual date]. According to the company policy and applicable laws, I would like to request [duration of leave, e.g., 12 weeks] of parental leave, beginning on [start date] and anticipated to end on [end date].

I have ensured that my current projects are on track and will prepare a transition plan to hand over my responsibilities to [Colleague's name or "a designated colleague"] during my absence. I am committed to making this process as smooth as possible for the team.

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

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Job Title]
[Department]