

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

Dear [Employer's Name],

I am writing to formally request parental leave following the birth/adoption of my child, which is expected to occur on [insert date]. According to [Company's Parental Leave Policy/State/Federal Law], I am entitled to [number of weeks] of parental leave.

I would like to take my leave starting on [start date] and ending on [end date]. During this time, I will ensure that my responsibilities are managed and will make arrangements for my duties to be covered.

Please let me know if you need any further information or documentation to process my request. Thank you for your understanding and support during this important time.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]