

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

Dear [Manager's Name],

I am writing to formally request parental leave following the birth/adoption of my [son/daughter] due on [due date]. I would like to request leave starting from [start date] and plan to return on [return date].

During my absence, I will ensure a smooth transition by [mention any arrangements you will make for your responsibilities during your leave]. Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Job Title]