

[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]