

[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 in accordance with [Company Policy/State/Federal Law]. I am expecting [a child/on] [due date or expected delivery date] and would like to begin my leave on [start date] and return on [return date].

During my absence, I am committed to ensuring a smooth transition and will [briefly outline your plan for coverage, if applicable]. I will ensure that all my responsibilities are up to date prior to my leave. Please let me know if you need any additional information or documentation. Thank you for your understanding and support during this important time.

Sincerely,  
[Your Name]  
[Your Job Title]