

[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 due to [reason - e.g., the birth/adoption of my child]. According to our company policy, I would like to request [number of weeks/months] of leave starting from [start date] and plan to return on [return date].

Please let me know if there are any forms or procedures you would need me to complete prior to my leave. I appreciate your understanding and support during this time.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Job Title]