

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

Dear [Manager's Name],

I am writing to formally request parental leave in accordance with the company's policy. I am expecting [a child/a new addition to my family], with the due date anticipated on [due date].

I would like to request leave starting on [start date] and plan to return on [return date]. During my absence, I will ensure that my responsibilities are delegated appropriately and am happy to assist in the transition process to ensure a seamless workflow in my absence.

Please let me know if you need any further information or if there are forms I need to complete to formalize this request. Thank you for your understanding and support during this exciting time.

Sincerely,

[Your Name]
[Your Job Title]