

[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 due to the expected arrival of my [son/daughter] on [due date]. I would like to take leave starting from [start date] and plan to return to work on [return date]. I have ensured that my current projects are on track and will make arrangements for a smooth transition of my responsibilities during my absence. I am happy to discuss this further and assist in any way to facilitate this process.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,  
[Your Name]  
[Your Job Title]