

[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 following the birth/adoption of my child. In accordance with company policy, I would like to apply for [number of weeks] weeks of leave starting from [start date] to [end date].

I will ensure a smooth transition of my responsibilities prior to my leave and will provide assistance in training a temporary replacement, if necessary. I will be available for any urgent issues via [email/phone] during my absence.

Thank you for considering my request. I look forward to your approval.

Sincerely,

[Your Name]
[Your Position]