[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Manager's Name] / [HR Manager's Name]
[Company Name]
[Company Address]

Subject: Extension of Parental Leave - [Your Name]

Dear [Manager's Name],

I am writing to formally request an extension of my current parental leave. My leave is currently scheduled to end on [Original Return Date].

Due to [reason for extension: e.g., personal family circumstances / medical recovery / lack of childcare], I would like to request an additional [number] of weeks/months of leave. I am now proposing a new return-to-work date of [New Return Date].

I am happy to discuss how my responsibilities will continue to be covered during this extended period. I remain committed to my role and will ensure a smooth transition back to the team upon my return.

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

Sincerely,

[Your Signature]

[Your Printed Name]