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

[Date]

[Manager's Name]
[Manager's Title]
[Company Name]

Subject: Request for International Adoption Leave

Dear [Manager's Name],

I am writing to formally request a leave of absence for the purpose of an international adoption. My family and I are in the final stages of adopting a child from [Country Name].

I am requesting leave to begin on [Start Date] and I anticipate returning to work on [Return Date]. This timeframe includes the necessary travel to [Country Name] to complete the legal process and the initial transition period for the child at home.

I intend to use [Number] weeks of [Paid/Unpaid/FMLA] leave as per company policy. I am committed to ensuring a smooth transition of my responsibilities before my departure. I will provide all necessary documentation from the adoption agency as required by the HR department.

Thank you for your support during this important time for my family. I look forward to your approval of this request.

Sincerely,

[Your Signature]

[Your Printed Name]