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

[Date]

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

Re: Foster-to-Adopt Leave Request

Dear [Manager's Name],

I am writing to formally request a leave of absence in connection with the placement of a child in my home for foster-to-adopt purposes. Our family expects the child to be placed with us on or around [Expected Date of Placement].

I am requesting a total of [Number] weeks/months of leave. I plan for my leave to begin on [Start Date] and I anticipate returning to work on [Return Date].

I intend to use [Number] days of my accrued [Paid Time Off/Vacation/Sick Leave] during this period. I would also like to request [Unpaid Leave/FMLA/Company Parental Leave] for the remainder of my absence.

Before my leave begins, I will ensure that all my current projects are up to date and will provide a transition plan for my responsibilities to [Colleague's Name or Team Name]. I am committed to making this transition as smooth as possible for the department.

Please let me know what additional documentation or forms are required to process this request. Thank you for your support as I welcome a new member into my family.

Sincerely,

[Your Signature]

[Your Printed Name]