

# Formal Paternity Leave Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request paternity leave for the period of [insert start date] to [insert end date] due to the expected birth of my child. I understand the importance of my responsibilities at [Company's Name], and I will ensure a smooth transition by [mention any arrangements you plan to make].

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

Sincerely,

[Your Name]