

Letter of Paternity Leave Extension Request

[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 hope this message finds you well. I am writing to formally request an extension of my paternity leave, which is currently set to end on [current end date]. Due to [reason for extension, e.g., unforeseen circumstances, additional support needed at home, etc.], I would greatly appreciate your consideration in allowing me to extend my leave by [number of days/weeks you wish to extend].

My original leave has been immensely beneficial for my family as we welcome our new child, and I believe that this extension would further support our transition during this critical time.

I am more than willing to assist in any necessary arrangements to ensure a smooth workflow during my absence. I can be reached at [your phone number] or [your email address] should you need to discuss this further.

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

Sincerely,

[Your Name]