

Subject: Inquiry Regarding Paternity Leave Policy

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to inquire about the paternity leave policy offered by our organization. As my partner and I are expecting a child, I would like to understand the specifics regarding the duration of leave, eligibility criteria, and any required documentation.

Additionally, I would appreciate any information on how to formally request this leave and whether there are options for flexible working arrangements during this period.

Thank you for your assistance. I look forward to your response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]