

# Urgent Paternity Leave Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your 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 urgent paternity leave due to the birth of my child. The birth is scheduled for [insert date of the birth], and I would like to take my leave from [insert start date] to [insert end date].

I understand that my absence may cause disruptions, but I assure you that I will do my best to ensure a smooth transition of my responsibilities before my leave. Please let me know if there is anything specific you would like me to address prior to my absence.

Thank you for your understanding and support during this significant time in my life. I look forward to your prompt response.

Sincerely,

[Your Name]