

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request paternity leave following the birth of my child. My partner and I are expecting our baby on [expected due date], and I would like to take leave starting from [start date] to [end date]. I plan to use [number of weeks] weeks of paternity leave, which I believe is in accordance with our company's policy. During my absence, I will ensure that my responsibilities are handed over smoothly and that my team is fully informed.

Thank you for considering my request. Please let me know if you need any further information or if there are forms I need to complete.

Sincerely,

[Your Name]  
[Your Job Title]