

## **Sample Paternity Leave Letter**

Patricia Haynes

3929 McKinley Avenue  
Denver, CO 80218

23rd September 2009

To

Rodney Allen,

HR Manager,

FunFair Agencies,

Denver.

Dear Rodney Allen,

I work in your agency as the chief technician for electrical wirings and I am writing this letter to inform you that my wife is in her last stage of her pregnancy and she can deliver our baby at any time. Since this is our first baby I am too excited to see my child and also want to be with my wife during delivery and few weeks after delivery.

As we stay alone here and my parents will join us in few weeks, I request you to grant me leave for four weeks from 28th September. I transferred my works to my colleague and he will take care of the work until I get back to work. Kindly understand my situation and approve my paternity leave as soon as possible.

Thanks and regards,

Yours Sincerely,

Patricia A. Haynes