**PATERNITY LEAVE APPLICATION**

Subject: Paternity leave application

*Dear (Recipient’s Name),*

*I am writing to inform you that my wife’s due date is approaching, i.e. at the end of the month. Therefore, I am looking forward to use my paternity leave from (start date) to (end-date) as per paternity leave policy.*

*In my absence, I have assigned duties to (colleague name) to take care of all incomplete tasks. I can be reached via my phone number (contact number) and email ( e-mail address) during my leave tenure in case of any queries.*

*I appreciate your assistance in this matter. Thank you for your consideration.*

*Yours Sincerely*

*(Your Name)*