Michael Black

13, Victoria Apartments

New Jersey

23rd October, 2007.

To,

Mr. Rupert Wolfe

Manager

XYZ Company

New York

Ref: Application for Paternity Leave

Dear Mr. Wolfe,

I would like to apply for Paternity leave as my wife is due for her delivery in the first week of November.  I would like to avail of this leave from the day after my wife’s delivery for a period of two weeks.  As the doctors have not yet confirmed the exact date, I shall keep you informed about the exact dates as time progresses.

The projects I am presently handling are near completion and my team member are quite capable of handling them in my absence as well.

I request you to kindly approve and sanction the leave at the earliest so that I can take up the matter of availing this paid leave with the HR Department.

Thanking You,

Sincerely,

Michael Black