**From: The Office of the Headmistress Govt. Girls H/SChak#173/TDA Dist; Layyah**

**No. …………………. Dated. …………………**

**Subject: Application for Paternity Leave**

**Respected sir,** I am writing this application to inform you that my wife has delivered our baby on August 20, 2020. We don’t have any of our family members or relatives in the city and therefore, I will have to be with her during this time. Therefore, I would like to use all of my paternity leaves of 10 days starting from August 21st, 2020 till September 4th, 2020.

During my absence from work, I will always be available over phone as well as mail so that my colleagues can get in touch with me and the work doesn’t suffer in my absence. I again request you to please grant me the paternity leave.

**Sincerely Yours,   
Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature\_\_\_\_\_\_\_\_\_\_\_\_**

**Designation\_\_\_\_\_\_\_\_\_\_**

**Headmistress**

**Govt. Girl High School**

**Chak#173/TDA Layyah**