[Your Name]
[Your Employee ID]
[Your Department]
[Date]

[Manager's Name]
[Company Name]

Subject: Paternity Leave Extension Request - [Your Name]

Dear [Manager's Name],

I am writing to formally request an extension of my current paternity leave. My leave is currently scheduled to end on [Original Return Date].

I would like to request an additional [Number] weeks/days of leave, moving my new return-to-work date to [New Return Date].

This extension is necessary because [briefly mention reason, e.g., to provide further support to my partner / due to family circumstances].

During my absence, I will continue to ensure that [Colleague's Name] is briefed on any urgent matters. I am happy to discuss how my workload will be managed during this extra period.

Thank you for your understanding and support during this important time for my family. I look forward to your positive response.

Sincerely,

[Your Signature]
[Your Printed Name]