[Your Name]
[Your Employee Number/Department]
[Your Address]

[Date]

[Manager's Name or HR Department]
[Company Name]
[Company Address]

Subject: Statutory Paternity Leave Request

Dear [Manager's Name],

I am writing to formally request statutory paternity leave and pay in connection with the birth/adoption of my child.

The baby is due on [Expected Due Date / Date of Matching]. I intend to take [one week / two weeks] of paternity leave in total.

I would like my paternity leave to start on [Option: the date of birth / a specific date: Insert Date].

I confirm that I meet the eligibility criteria for statutory paternity leave because:

- I have or expect to have responsibility for the child's upbringing.
- I am the biological father of the child, or the mother's husband or partner.
- I will be taking time off to support the mother or care for the child.

Please let me know if there are any specific forms I need to complete or if you require further documentation, such as a copy of the MAT B1 form.

I look forward to your confirmation of these arrangements.

Yours sincerely,

[Your Signature]

[Your Printed Name]