[Your Name]
[Your Employee ID Number]
[Your Job Title]
[Your Phone Number]
[Your Email Address]

[Date]

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

Subject: Request for FMLA Paternity Leave

Dear [Name of Supervisor or HR Representative],

I am writing to formally request a leave of absence under the Family and Medical Leave Act (FMLA) for the birth and care of my newborn child. My child is expected to arrive on [Expected Due Date].

I intend to take [Number of Weeks/Days] of leave. I anticipate my leave will begin on [Start Date] and I plan to return to work on [Return Date]. I understand that I am eligible for up to 12 weeks of unpaid, job-protected leave under FMLA.

[Optional: I would like to use [Number] days of my accrued paid time off/vacation days during this period, with the remainder being unpaid.]

I will ensure that all my current projects are completed or handed over to the appropriate team members before my departure. Please let me know the necessary paperwork and medical certification forms I need to complete to finalize this request.

Thank you for your support during this important time for my family.

Sincerely,

[Your Signature]
[Your Printed Name]