[Your Name]
[Your Job Title]
[Your Employee ID Number]

[Date]

[Manager's Name]
[Department Name]
[Company Name]

Subject: Request for Extended Unpaid Paternity Leave

Dear [Manager's Name],

I am writing to formally request an extension to my paternity leave. Following the conclusion of my [statutory/standard] leave period, I would like to request an additional period of [Number] weeks of unpaid leave.

My proposed extended leave would begin on [Start Date] and I intend to return to work on [Return Date].

I am making this request to spend more time supporting my family and caring for my child during these early stages. I am committed to ensuring a smooth transition during my absence. Before my leave begins, I will complete all urgent tasks and provide a detailed handover note for my colleagues.

I understand that this additional period will be unpaid and is subject to your approval. I am happy to discuss how my responsibilities will be managed during this time.

Thank you for your time and for considering my request.

Sincerely,

[Your Signature]

[Your Printed Name]