**Private and Confidential**

[Insert name]

[Insert address]

[Insert date]

Dear [insert name],

I am writing further to your request for paternity leave which I received on [insert date].

I would be grateful if you could provide me with more information by way of evidence that you meet the eligibility requirements for taking paternity leave. Once I have received this information I will be able to make a decision on your request. Please therefore provide:

[Select from the paragraphs below and delete as appropriate]

The date that is given on the MATB1 (the form which is usually provided to the mother of the baby by her doctor, midwife or other medical professional) as the date the baby is due.

[OR]

The date of placement of the child you are adopting. Documentation that you have received from Social Services should confirm this.

[OR]

The date of birth/date of placement.

[OR]

You may take paternity leave in either a single one week block or a single two week block. You do not appear to have stated which format you would like to take paternity leave in. I would be grateful if you would confirm the length of leave you would like to take.

Yours sincerely,

[Insert name]

[Insert job title]