

- <<Recipient's Name>>
- <<Company / Employer's Name>>
- <<Address>>
- <<Address>>
- <<Post Code>>
- <<Date>>

Dear << >>

I am writing to inform you that [followould like to take <<up to 4weeks: on <<date>> I would like take <<u adoption leave on <<date>> I wou like to take <<up to 4 weeks>> Pa under the age of 18.]

I would like my Parental Leave to a [a copy of my child's birth certificat child's disability allowance] [notice

Thank you for your continuing assileave from you.

Yours sincerely

<<Name & Title>>

ernity leave on the <<date>> I
wing the end of my paternity leave
Leave] [following the end of my
eks>> Parental Leave] [I would
my <<son/daughter>> who is

an 21 days away>> and enclose tion placement] [evidence of my week of childbirth].

receiving confirmation of my