To,

**The District Education Officer (SE), Lahore**

Subject: Paternity Leave Application

**Sir/Madam,**

With due respect it is stated that I am Akbar Ali working as SESE Science under your supervision, in School Education Department at GHS Bla Bla. It is to inform you that I want to avail the facility of Paternity leave, given to male staff as per the policy of our department. There is no one to look after my wife and my newborn baby at home. I will find it difficult to manage home and School.

Kindly, make it possible and grant me leave for 7 days from 7th January to 13th January, 2018. It would be a great favor for me.

I shall be highly obliged.

Yours Truly,

Akbar Ali,  
SESE Science, GHS Bla Bla  
Date: 29th May, 2014