

[Print on Company Letterhead or on a separate sheet of paper]

<<Name of (Expectant) Father>>

<<Address>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear <<Name of (Expectant) Father>>

Thank you for your request to change

This was received on <<Date>>.

We will give this request serious consideration. We will meet with you on the above date to discuss your application. You may wish to have a friend, colleague [or a trade union representative] accompany you to this meeting. Please let me know if you intend to do this so that the appropriate arrangements can be made.

This will be arranged within 28 days of the above date. You may wish to have a friend, colleague [or a trade union representative] accompany you to this meeting. Please let me know if you intend to do this so that the appropriate arrangements can be made.

I [or someone from my department] will be in contact with you in the mean time, please do not hesitate to contact me if you have any queries.

This will be arranged within 28 days of the above date. In the mean time, please do not hesitate to contact me if you have any queries.

Yours sincerely,

<<Name>>

<<Title>>