

# Maternity Leave Application

Date: [Insert Date]

To,

[Client's Name]

[Client's Company Name]

[Client's Address]

Dear [Client's Name],

I hope this message finds you well. I am writing to formally request maternity leave as I am expecting my child to arrive around [insert due date]. In light of this, I would like to take leave starting from [start date] to [end date].

During my absence, I will ensure that all my current projects are up to date, and I will provide a comprehensive handover to [Colleague's Name] who will be able to assist with any urgent matters in my stead.

I appreciate your understanding and support during this important time in my life. Please let me know if you require any additional information or wish to discuss this further.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Contact Information]