

# Maternity Leave Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request maternity leave as I prepare for the arrival of my child. Based on my due date of [Insert Due Date], I plan to begin my leave on [Start Date] and anticipate returning to work on [Return Date].

During this time, I will ensure that all my current projects are either completed or transitioned to a responsible party. I am committed to making this process as smooth as possible and am happy to discuss how to best manage my workload during my absence.

Thank you for your understanding and support. Please let me know if you require any additional information or documentation.

Sincerely,

[Your Name]