

Request for Maternity Leave of Absence

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient's Name]
[Institution/University Name]
[Department Name]
[Institution/University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a maternity leave of absence from my studies at [Institution/University Name], beginning on [Start Date] and expected to conclude on [End Date]. As I prepare for the upcoming birth of my child, I believe that this time is necessary for my health and family.

I am committed to maintaining my academic responsibilities and will ensure that all coursework is up to date prior to my leave. I am also willing to discuss potential arrangements for completing any outstanding assignments or exams.

Thank you for considering my request. I look forward to your prompt response and appreciate your understanding during this significant time in my life.

Sincerely,
[Your Name]