

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally request documentation for my upcoming maternity leave. As per the company policy, I understand that I need to provide certain paperwork to ensure a smooth transition during my absence.

My anticipated maternity leave start date is [Start Date], with an expected return on [Return Date]. I would appreciate it if you could guide me on the necessary forms and documentation that I need to complete prior to my leave.

Thank you for your support and understanding. I look forward to your prompt response.

Sincerely,

[Your Name]