

To,

[Supervisor's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Date: [Insert Date]

Subject: Application for Maternity Leave

Dear [Supervisor's Name],

I am writing to formally request maternity leave starting from [Start Date] to [End Date], as I am expecting to deliver my baby around that time. I have ensured that all my responsibilities are up to date, and I will complete all pending tasks before my leave begins.

I will be available to assist with the transition of my duties and can be reached at [Your Email] or [Your Phone Number] in case of any urgent matters.

Thank you for your understanding and support during this important time in my life. I look forward to your approval of my maternity leave request.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]