

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Manager's Name

Company's Name

Company's Address

City, State, Zip Code

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an extension of my maternity leave, which is currently set to end on [current end date]. Due to [brief reason for extension, e.g., health concerns, family needs], I would greatly appreciate the opportunity to extend my leave until [requested new end date].

I have made arrangements for any outstanding responsibilities, and I am committed to ensuring a smooth transition during my absence. I am happy to discuss this matter further and provide any necessary documentation to support my request.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

[Your Name]