

To Whom It May Concern,

I am writing to formally request prenatal leave from my position at [Organization Name]. As you may know, I am expecting a child, and my due date is [Due Date]. In accordance with our organization's policies, I would like to apply for prenatal leave starting from [Start Date] through [End Date].

I have ensured that all my responsibilities are up to date and have coordinated with my team to ensure a smooth transition during my absence. I am happy to help in any way possible to prepare for this period.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Contact Information]