

Letter of Prenatal Leave Proposal

Date: [Insert Date]

To,

[Recipient Name]

[Recipient Title]

[Agency/Department Name]

[Address]

Subject: Proposal for Prenatal Leave

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request prenatal leave as I prepare for the arrival of my child. According to [relevant policy or law], I am eligible for [number of weeks] of leave, starting from [start date] to [end date].

This leave will allow me to prioritize my health and wellbeing, which I believe is crucial for both me and my child during this important time.

Thank you for considering my proposal. I look forward to your favorable response.

Best regards,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]