

# Letter of Prenatal Leave Request

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Position, if applicable]  
[Company/Organization Name, if applicable]  
[Company/Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name or "To Whom It May Concern"],

I am writing to formally request prenatal leave as I prepare for the arrival of my child. As a self-employed individual, I understand the importance of planning ahead to ensure a smooth transition during this significant life change.

I would like to request leave starting on [Start Date] and anticipate returning to work on [End Date]. During this period, I will ensure that all my ongoing projects are in order and assign any necessary tasks to [Colleague/Alternate Contact, if applicable] to maintain workflow.

Please let me know if you require any further information or documentation regarding my leave request. I appreciate your understanding and support during this exciting time.

Thank you for considering my request.

Sincerely,  
[Your Name]