

[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 am writing to formally request maternity leave due to the arrival of my child, which is expected on [due date]. I would like to begin my leave on [start date] and plan to return on [return date].

I have ensured that my current projects are on track, and I am committed to facilitating a smooth transition before my leave begins. Please let me know how I can assist in this process.

Thank you for your understanding and support regarding this important time in my life. I look forward to your approval.

Sincerely,
[Your Name]