

Inquiry About Maternity Program

Dear [Recipient's Name],

My name is [Your Name], and I am writing to inquire about the maternity program offered at [Company/Organization Name]. I am interested in learning more about the specific details, eligibility criteria, and benefits associated with the program.

Could you please provide me with the following information?

- Duration of the maternity leave
- Salary compensation during the leave
- Eligibility requirements for the program
- Any support services available for new mothers

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]