

Modification Request for Maternity Program

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Title]

[Insert Company/Organization Name]

[Insert Company Address]

Dear [Recipient's Name],

I am writing to formally request a modification to the current maternity program offered by [Company/Organization Name]. After reviewing the program's structure and discussing with fellow colleagues, I believe that certain adjustments could significantly benefit expectant mothers and promote a healthier work-life balance.

Specifically, I would like to suggest the following modifications:

- [Insert Modification Suggestion 1]
- [Insert Modification Suggestion 2]
- [Insert Modification Suggestion 3]

I believe these changes could enhance employee satisfaction and retention, and I would be happy to discuss this request further or provide additional insights based on my observations.

Thank you for considering this request. I look forward to your response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]