

[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 as I am expecting my child. My anticipated due date is [Due Date], and I plan to start my leave on [Start Date]. I expect to be away from work for [number of weeks/months].

I will ensure that all my responsibilities are managed prior to my leave, and I am happy to assist in transitioning my tasks to whoever will be covering for me during my absence. I will also keep you updated on my situation and my plans for returning to work.

Please let me know if you need any further information or if there are forms I need to complete. Thank you for your understanding and support during this exciting time.

Sincerely,

[Your Name]
[Your Job Title]