

[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 hope this message finds you well. I am writing to formally appeal the decision regarding my maternity leave application submitted on [original application date].

Due to [briefly explain reason for appeal, e.g., unforeseen circumstances, medical recommendations], I believe my initial request for [specific leave duration] is justified. I would like to provide additional documentation from my healthcare provider that supports my need for an extended leave, which I have attached for your review.

I understand the company's policies and the challenges that arise with staffing during my absence. I am committed to ensuring a smooth transition and would be happy to assist in training a temporary replacement or redistributing my responsibilities to ease the workload on my team.

I truly appreciate your understanding and consideration of my situation. I would like to request a meeting to discuss this matter further at your earliest convenience.

Thank you for your time and support.

Sincerely,

[Your Name]
[Your Job Title]