

[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 in accordance with company policy and governmental regulations. My expected due date is [Due Date], and I wish to begin my leave on [Start Date] and return to work on [Return Date].

During my absence, I will ensure a smooth transition of my responsibilities by [mention any plans for handover or training someone]. Please let me know if you require any additional documentation or information.

Thank you for your understanding and support during this important time in my life.

Sincerely,
[Your Name]
[Your Job Title]