

[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 request an extension of my maternity leave, which is currently set to end on [original end date].

Due to [brief explanation of the reason for the extension, e.g., medical reasons, the need for additional recovery time, etc.], I would greatly appreciate the opportunity to extend my leave by [number of weeks/months you are requesting].

I am committed to ensuring a smooth transition and will work with my team to ensure all necessary arrangements are made prior to my extended leave. I am open to discussing how I can best support the team during this time. Thank you for considering my request. I look forward to your understanding and support.

Sincerely,
[Your Name]