

[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 a child. My due date is [Due Date], and I would like to begin my leave on [Start Date] and plan to return on [Return Date].

As per company policy, I will ensure that all my responsibilities are managed before my leave begins. I will also provide a detailed handover to [Colleague's Name] to ensure a smooth transition.

Thank you for your understanding and support. Please let me know if you need any further information or documentation regarding my maternity leave plans.

Sincerely,
[Your Name]
[Your Job Title]
[Your Department]