

[Your Name]
[Your Job Title]
[Your Department]
[Your Employee ID]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Supervisor's Name]
[Supervisor's Job Title]
[Department Name]
[Government Agency Name]
[Agency Address]
[City, State, ZIP Code]

Dear [Supervisor's Name],

I am writing to formally request maternity leave in accordance with government policies. I am currently expecting my baby, with an anticipated due date of [Due Date].

I would like to request maternity leave starting from [Start Date] and plan to return to work on [Return Date]. I anticipate being away from work for [number of weeks/months] and will ensure a smooth transition of my responsibilities before my leave.

Please let me know if you require any additional documentation or further information. Thank you for your understanding and support during this time.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]