

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally request maternity leave as I am expecting a child. According to my current due date, I plan to begin my leave on [start date], and I anticipate returning to work on [return date].

I would be happy to discuss the transition of my responsibilities to ensure a smooth workflow during my absence. Please let me know if we can arrange a time to discuss this further.

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

Sincerely,

[Your Name]