

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Principal's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Principal's Name],

I am writing to formally request maternity leave from my teaching position at [School's Name]. My expected due date is [Due Date], and I would like to begin my leave on [Start Date]. I plan to return to work on [Return Date], pending any unforeseen circumstances.

I will ensure that all necessary preparations are made to transition my responsibilities to a substitute teacher during my absence. I am happy to assist in this process to ensure continuity in my students' education.

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

Sincerely,

[Your Name]
[Your Position]