

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

Dear [Manager's Name],

I am writing to formally request maternity leave starting on [start date] and ending on [end date]. As per our company policy, I plan to take [number of weeks/months] off to prepare for and recover from the birth of my child.

I will ensure that all my current projects are up to date before my leave and will provide a comprehensive handover to [Colleague's Name] to cover my responsibilities in my absence. I can be reached at [your email/phone number] should you need to contact me during my leave for any reason.

Thank you for your understanding and support during this important time for my family. I look forward to your approval.

Sincerely,

[Your Name]  
[Your Job Title]