

[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 child care leave beginning on [start date] and ending on [end date]. Due to the anticipated arrival of my child, I would like to take the time necessary to care for and bond with my new baby.

I have ensured that my current projects are on track and will delegate my responsibilities to [Colleague's Name] during my absence. I will also ensure that all relevant information and documentation are provided to facilitate a smooth transition.

Thank you for considering my request. I am looking forward to your approval.

Sincerely,

[Your Name]
[Your Job Title]