

[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 beginning on [start date] and ending on [end date]. This period will allow me to care for my newborn while adhering to the company's policies regarding maternity leave.

I plan to return to work on [return date] and will ensure that my responsibilities are covered during my absence. I am happy to help with the transition and brief a colleague on my ongoing projects prior to my leave.

Thank you for your understanding and support. I appreciate your attention to this matter and look forward to your confirmation.

Sincerely,

[Your Name]  
[Your Job Title]