

[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]

Subject: Application for Maternity Leave

Dear [Manager's Name],

I am writing to formally request maternity leave as I am expecting to give birth on [Expected Due Date]. As per the company's maternity leave policy, I would like to apply for [number of weeks/months] of maternity leave, starting from [Start Date] to [End Date].

I have made arrangements to ensure that my responsibilities and duties are handled in my absence. [Provide brief details of how you will manage your workload, such as delegating tasks or training a colleague.]

I kindly request that you provide me with the necessary maternity benefits during this period. I have attached the required documentation as per company policy.

Thank you for your understanding and support. I look forward to your positive response.

Sincerely,
[Your Name]
[Your Job Title]
[Department]