

[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 in accordance with company policy. I am expecting my baby on [due date], and I would like to begin my leave on [start date] and plan to return to work on [return date].

I have ensured that my current projects are on schedule and will provide a detailed handover to [Colleague's Name] to ensure a smooth transition during my absence.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Job Title]