

[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 leave in accordance with the company's policy. I am expecting my baby to arrive around [expected due date], and I would like to begin my leave on [start date] and return on [return date].

During my time away, I will ensure that my responsibilities are managed and any necessary handover is provided to a designated colleague. I am happy to assist in the transition process to make this period as smooth as possible for the team.

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

Sincerely,

[Your Name]  
[Your Job Title]