

[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 hope this message finds you well. I am writing to formally request maternity leave as I prepare for the arrival of my child. According to my estimated due date, I would like to begin my leave on [Start Date] and plan to return to work on [Return Date].

I have ensured that all my responsibilities will be managed during my absence by [brief explanation of transitional plans, such as delegating tasks to colleagues or training a replacement].

I appreciate your understanding and support during this important time in my life. Please let me know if you require any further information or if we can arrange a time to discuss my leave in more detail.

Thank you for your consideration.

Sincerely,

[Your Name]  
[Your Position]