

[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 starting on [start date] and ending on [end date]. As per our company policy, I intend to take [number of weeks/months] of leave.

I plan to ensure a smooth transition by completing my responsibilities and training my replacement before my leave. I will keep you updated regarding my plans and any necessary arrangements.

Thank you for your understanding and support during this time.

Sincerely,

[Your Name]  
[Your Job Title]