

[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],

Subject: Maternity Leave Request

I am writing to formally request maternity leave as I prepare for the arrival of my baby. According to our company's maternity leave policy, I would like to take my leave starting from [Start Date]. I anticipate returning to work on [Return Date], which will allow me [X weeks/months] of leave.

I will ensure that all my responsibilities are managed before my leave begins. I will be happy to assist in the transition of my projects and to train any team members who may cover my duties during my absence.

Please let me know if any further documentation or information is required. I look forward to your support and understanding.

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Job Title]