

[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. My estimated due date is [Due Date], and I would like to begin my leave on [Start Date]. I intend to be away from work for [number of weeks/months] and plan to return on [Return Date].

During my absence, I am committed to ensuring a smooth transition and will prepare my responsibilities for handover. I am happy to discuss coverage options and assist in training a temporary replacement if needed.

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

Sincerely,

[Your Name]  
[Your Job Title]