

[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 beginning on [start date] and continuing until [end date]. According to my calculations, this will allow me to take [number of weeks] weeks off to prepare for and care for my newborn.

I plan to return to work on [return date], but I am happy to discuss my workload and assist in the transition during my absence prior to leaving. I will ensure that all my responsibilities are covered and that there is a smooth handover.

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

Sincerely,

[Your Name]
[Your Job Title]