

[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],

I hope this message finds you well. I am writing to formally request maternity leave in light of my upcoming due date, which is on [due date]. As per our company policy, I would like to request leave starting from [start date] and plan to return on [return date].

During my absence, I will ensure a smooth transition by [briefly outline any arrangements you plan to make for your workload or contacting a colleague]. I am committed to maintaining communication and will do my best to assist during the transition.

Thank you very much for your understanding and support during this important time. I look forward to discussing this with you and finalizing the details.

Sincerely,

[Your Name]  
[Your Job Title]