

[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 a two-month maternity leave starting from [Start Date] to [End Date]. As I prepare for the arrival of my baby, I would like to ensure a smooth transition and wrap up my current projects before my leave.

I plan to coordinate with my team to facilitate coverage during my absence and will ensure that all necessary handover procedures are in place.

Thank you for considering my request. I look forward to discussing this further.

Sincerely,

[Your Name]
[Your Job Title]