

[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 due to the upcoming birth of my child. According to my calculations, my expected due date is [Due Date].

I would like to request maternity leave starting from [Start Date] to [End Date], as per the company policy. During my absence, I will ensure a smooth transition of my responsibilities to [Colleague's Name] and will provide any necessary training to ensure that the team remains supported. Please let me know if you require any further information or documentation. I appreciate your understanding and support during this important time in my life.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]