

[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],

Subject: Maternity Leave Application

I am writing to formally request maternity leave, beginning on [start date] and continuing until [end date]. As per our company policy, I would like to take [number of weeks] of leave to ensure a smooth transition into motherhood.

I will ensure that all my responsibilities are managed before my leave begins and coordinate with my team to cover any urgent matters during my absence.

Please let me know if you need any further information or documentation. I appreciate your understanding and support during this significant time in my life.

Thank you for your consideration.

Sincerely,

[Your Name]  
[Your Job Title]  
[Department]