TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Maternity Leave Letter

Dear **[Name],**

The purpose of this letter is to apply for maternity leave as mentioned in our organization’s policy. I would like to use my maternity leave for a period of **[Number]** weeks, beginning **[Date]** with my return to the office being **[Date]**. I hope that this request will be approved in a timely manner.

During my time away, I have asked **[Name]** to assist with handling my responsibilities and duties. In the case of an unmanageable emergency, please contact me at **[Email Address].**

If my plans change, or unforeseeable circumstances arise, I will be sure to let you know. Please let me know of any information or forms, such as a doctor's note, that you will require from me before or during my maternity leave.

I look forward to working with you to ensure a smooth transition to maternity leave and back to work.

Yours Sincerely

**[Name]**