**Maternity Leave Application Letter**

**Subject:** Application for Maternity Leave

Dear Mr. /Mrs. (Recipient’s Name),

I write to inform you of my intention to take the allotted {Number of weeks} of maternity leave available to me. I hope to start my maternity leave on {Starting date} and return to the office by {Tentative joining date}, barring any unforeseen issues regarding my pregnancy and delivery arise.

If my plans change for any reason, I will let you know as soon as possible. A letter from my doctor confirming the relevant details have been attached to this letter.

Please do well to contact me if you need any additional information.

Yours Sincerely,

Your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_