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| Maternity leave application |

 By: [AmbitionBox.com](https://www.ambitionbox.com)

Subject: Maternity leave application

Dear Mr. /Mrs. (Recipient’s Name),

I hope that this letter finds you in the best of health. This letter concerns my request regarding maternity leave from (start date) to (end date). It is going to be a three-month leave, and I will rejoin soon after that.

As I am going to be away for a very long time, I have authorized (name of the person) to take over my responsibilities. He/she has courteously agreed to take over my chair for 90 days.

I have attached my medical certificate, along with other important details, required to avail the leave.

I also request you to give me the information of the hospital covered under the office insurance coverage so that a part of my medical expenses is taken care of.

 In the case of an emergency, please contact me at (your contact information).

Yours Sincerely,

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