

# Maternity Leave Request Letter

Dear [HR Manager Name],

I am writing to formally request maternity leave starting from [Start Date] to [End Date]. I have attached the necessary medical certificates as required.

I have coordinated with my team to ensure continuity of work during my absence and appreciate your support.

Thank you for your understanding.

Sincerely,

[Your Name]

[Position]

[Company Name]

**Get more templates here:** <https://www.lettersandtemplates.com/letters/leave-request-letter>