

Extended Maternity Leave Application Letter

Subject: Request for Extended Maternity Leave

Dear [Manager's Name],

I am writing to formally request an extended maternity leave starting on [Start Date]. While company policy allows for [X weeks/months], I kindly request an additional [X weeks/months] due to medical advice and personal circumstances. I hope you will consider my request positively.

I have already coordinated with my team to ensure my responsibilities are covered. I am also open to discussing a phased return or flexible arrangements if feasible.

Thank you for your consideration and support during this important time.

Sincerely,

[Your Name]

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