

Formal, Professional Letter

Subject: Request for Extension of Maternity Leave

Dear [Manager/HR Name],

I hope this message finds you well. I am writing to formally request an extension of my maternity leave, currently scheduled to end on [Original End Date]. Due to [medical advice/childcare reasons/personal circumstances], I would like to extend my leave until [Proposed New End Date].

I assure you that I will comply with any documentation requirements and keep you informed of any changes. I appreciate your understanding and support during this time.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Position]

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