

Heartfelt, Formal Letter

Subject: Request for Additional Maternity Leave

Dear [Manager/HR Name],

I am grateful for the support and flexibility you have provided during my maternity leave. I am reaching out to request an extension of my leave until [Proposed New End Date] as my child requires additional care and attention during this period.

Your understanding and support mean a great deal to me, and I hope for a favorable consideration of my request.

Warm regards,

[Your Name]

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