

Provisional, Email

Subject: Preliminary Request for Maternity Leave Extension

Dear [Manager/HR Name],

I am writing to provisionally request an extension of my maternity leave beyond [Original End Date].

I am awaiting medical advice and will confirm the exact duration soon, but I anticipate needing leave until [Tentative End Date].

Thank you for your understanding as I finalize these details.

Sincerely,

[Your Name]

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