

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Maternity Leave

Dear :

I am requesting that I receive my six weeks of maternity leave starting on Date and ending on Date. Your understanding in this matter is greatly appreciated.

Sincerely,

N A M E