[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Manager's Name or HR Representative Name]
[Company Name]
[Company Address]

Subject: Request for Maternity Leave (FMLA)

Dear [Manager's Name or HR Representative],

I am writing to formally request a leave of absence under the Family and Medical Leave Act (FMLA) for the birth of my child. I intend to take [Number] weeks of leave for maternity and bonding purposes.

My expected due date is [Expected Due Date]. I plan to begin my leave on [Start Date] and expect to return to work on [Return Date], pending any medical changes or recommendations from my healthcare provider.

I am happy to provide the necessary medical certification from my doctor as required by the company's policy. During my absence, I will ensure that my current projects are up to date and will coordinate with my team to transition my responsibilities.

Please let me know what additional forms or documentation I need to complete to finalize this request. I look forward to your confirmation.

Sincerely,

[Your Signature]

[Your Printed Name]