[Your Name]
[Your Job Title]
[Your Employee ID]

[Date]

[Manager's Name]
[Company Name]
[Department]

Dear [Manager's Name],

I am writing to formally request an extension to my current maternity leave. My original return-to-work date was scheduled for [Original Return Date].

I would like to request an additional [Number] weeks/months of unpaid leave. If approved, my new anticipated return-to-work date will be [New Return Date].

I am making this request because [Optional: brief reason, e.g., I wish to spend more time with my child / personal family reasons].

I understand that this additional period will be unpaid. I am happy to discuss how my current responsibilities will continue to be managed during this extended absence and to complete any necessary paperwork required by HR.

Thank you for your time and for considering my request.

Sincerely,

[Your Signature]
[Your Printed Name]