

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

[Date]

[Manager's Name]
[Company Name]
[Company Address]

Subject: Maternity Leave Extension Request - [Your Name]

Dear [Manager's Name],

I am writing to formally request an extension to my current maternity leave. My leave was originally scheduled to end on [Original End Date]. However, I would like to request an extension of [Number of Weeks/Months], making my new return-to-work date [New Return Date].

[Optional: Insert brief reason here, such as: "I am requesting this additional time to further care for my newborn" or "Due to medical recommendations regarding my recovery"].

I have attached [mention any documents if applicable, e.g., a doctor's note] to support this request. Please let me know the necessary steps to update my leave status and if there are any forms I need to complete.

I remain committed to my role at [Company Name] and look forward to returning to the team. Thank you for your time and for considering my request.

Sincerely,

[Your Signature]

[Your Printed Name]