

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

[Date]

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

Subject: Request for Lactation Accommodations

Dear [Manager's Name],

I am writing to formally notify you that I will be returning to work from my maternity leave on [Return Date]. As a nursing mother, I will require reasonable break time and a private space to express breast milk during the workday.

Based on my current needs, I anticipate needing approximately [Number] breaks per day, each lasting about [Number] minutes. I am happy to coordinate the timing of these breaks to minimize any disruption to my workflow and team responsibilities.

I am also requesting access to a private, secure area-other than a bathroom-that is shielded from view and free from intrusion by coworkers and the public, as required by law. Ideally, this space would include an electrical outlet and a flat surface for my pump equipment.

Please let me know if there are specific procedures I should follow or a designated room I should use upon my return. I look forward to working together to ensure a smooth transition back to the office.

Thank you for your support.

Sincerely,

[Your Signature]
[Your Printed Name]