Subject: Maternity leave application

Dear Mr./Mrs. {Recipient’s Name},

I hope that this letter finds you in the best of health. This letter concerns my request regarding maternity leave from {start date} to {end date}. It is going to be a three-month leave, and I will rejoin soon after that.

As I am going to be away for a very long time, I have authorized {name of the person} to take over my responsibilities. He/she has courteously agreed to take over my chair for 90 days.

I have attached my medical certificate, along with other important details, required to avail the leave.

I also request you to give me the information of the hospital covered under the office insurance coverage so that a part of my medical expenses is taken care of.

In the case of an emergency, please contact me at {your contact information}.

Yours Sincerely,

{Your Name}