

Maternity Leave Letter Email Format Sample

To: Mail ID

From: Mail ID

Subject: Maternity Leave Application Required (Application of Maternity Leave After Delivery)

Dear Mr./Mrs. (Name),

I am Sruthi, from (Project Name). I am pleased to inform you about my Maternity Application. I would like to take my Maternity leave from (Start Date) to (End Date). I request you to grant me my Maternity Leave (Number of Days).

In my absence, Karan Mehra will take responsibility for my work. You can contact me at any point of time without hesitating.

Thanking You,

Yours Sincerely,
Name.