**To**

**[The Recipient]  
[Designation]**

**Re. Maternity Leave Application According to the [MENTION MATERNITY LEAVE POLICY OF THE SCHOOL AND FEDERAL GOVERNMENT’S RULE OF LAW]**

Dear [NAME],

This letter serves as an application letter as I request you to grant me leave for three weeks as my delivery time is near. According to the [MENTION LAW & POLICY], I am licit to take a three months’ maternity leave from work. To avoid any complications, my medical care provider has instructed me to stay at home and not to take working pressure of any kind.

In addition to the prescribed rest, I understand that I should take a few days off from work. My doctor anticipates the birth on [DATE]. The birth delivery has to be done by the scheduled cesarean; thus, I will not be able to get back to the work before [DATE].

As I teach [SUBJECT], one of the most important courses with a lengthy course outline, I request you to provide the students with the best substitution so that they do not waste their time and it does not impact their results in a bad way. I believe, Mr./Ms. [NAME] is the best substitution during this period of my leave from work. Thus, I request you to grant me leave from [DATE] to [DATE].

My leave shall be effective from [DATE] after your approval. I have provided all the data related to the course outline and course summary to the manager. For more, I shall be available at [EMAIL]. As these days mark an intense period for me, I request the authorities to not call me for trivial matters. In case of urgency, I shall be available at [PHONE]. Thanks.

Regards.

[Your Name]  
[Designation]