To Date:  
The Manager,  
Company name,  
City name.

Sub: Application for maternity leave.

Dear Sir/Madam,

I am writing this letter to apply for my maternity leave. According to the doctors, my expected date of delivery will be **[date]**.

So I want to take my maternity leave W.E.F **[date]**, and I will return to the office on **[date]**.

Kindly find the attached medical reports enclosed with this letter and please approve my maternity leave request.

I shall be grateful to you in this regard.

Thanking you.

Sincerely,  
Your name.