To Place:

The Manager, Date:

ABC Pvt Ltd.

Address of the Company.

Sub: Request for maternity leave extension.

Dear Mr/Mrs\_\_\_\_\_\_\_\_\_\_\_\_.

This is a kind request regarding my maternity leave extension. As you are aware that I have recently given birth to a baby girl and my health is still recovering after delivery.

At present I am not in a physically well position to perform my work, and as per my doctor’s suggestion it will take another **20 days** to recover my health.

So please extend my maternity leave for another **20 days** and I will be available to my work from **01 March 2021**.

I know that this would cause some inconvenience to the organization but kindly understand my situation in this regard.

Thanking you.

Regards,

\_\_\_\_\_\_\_\_\_