To Place:

The Manager, Date:

ABC Pvt Ltd.

Address of the Company.

Sub: Application for Maternity Leave Extension

Dear Sir/Madam,

I am writing this letter to request you regarding my maternity leave extension to take care of my newly born baby. As per doctor’s advice the baby needs parents observation for some more days.

Hence here I am requesting you to please extend my maternity leave for another 1**5 days** and I will return to my work from **25 Feb 2021**.

Thanking you.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_.