**[Your Name]**  
[Your Job Title]  
[Department Name]  
[Company Name]

[Date]

**To:**

[Manager’s Name]  
[Job Title]  
[Company Name]

Subject: **Request for Extension of Maternity Leave**

Dear [Manager’s Name],

I hope this message finds you well. I am writing to formally request an extension of my maternity leave, which is currently scheduled to end on [original return date].

Due to ongoing baby care responsibilities and the need to ensure my child's well-being during these crucial early months, I kindly request an extension of [number of weeks/days] beyond my original return date. I am proposing to resume my duties from [new proposed return date], subject to your approval.

I truly value my role at [Company Name] and am committed to returning with full dedication. I will ensure a smooth transition and remain available during this period for any urgent communication or guidance, if required.

Please let me know if any additional documentation is needed to support this request. I appreciate your understanding and consideration.

Thank you for your support.

Warm regards,

**[Your Full Name]**  
[Employee ID, if applicable]  
[Contact Information]