Date:

To: [Write the information to whom you are sending this letter]

Subject: Maternity leave extension letter for baby care

Dear (Name of Recipient),

We received a request to extend your maternity leave and have agreed to do this. The company will increase the maternity leave for (state how many months) from (give dates). We got to know that you have experienced some health complications and your child’s health is not good. We hope that the extension will help in taking care of your baby.

We wish you and your baby a healthy life.

Sincerely,

Name of Sender