Dear [Manager's Name],

I am writing to inform you that I am pregnant and would like to request a maternity leave of absence starting on [start date] and ending on [end date]. My estimated due date is [due date].

I plan to take [number of weeks] weeks of maternity leave as per the company's policy. During my leave, I will not be available to perform my duties, but I have made arrangements for my responsibilities to be covered by my team members.

Enclosed, please find the necessary documentation, including my doctor's note confirming my pregnancy and due date, and any other relevant documents required by the company.

I would like to express my gratitude to the company for its support during this time. I look forward to returning to work after my maternity leave and continuing to contribute to the company's success.

Thank you for your understanding.

Sincerely,

[Your Name]