**Maternity Leave Application to Boss**

Subject: Maternity leave application

Dear Mr. /Mrs. Supervisor/Manager Name,

I am writing this letter to convey my request regarding maternity leave from [begin date] to [end date]. I am going to take this leave for three-months. After this, I will try to rejoin the office to continue my work.

Since I am going to take this leave for a long period of time. I have handed over my work responsibilities to [team member name]. I feel confident that he/she can handle my work for 90 days.

I have attached my medical certificate given by the doctor with other necessary details.

I also request you to give me the hospital information which comes under the office insurance coverage. So, I can utilize it to take care of my medical expenses.

I can be reachable at the given number [contact number] for any emergency.

Yours Sincerely,

[Employee Name]