### **Application for Maternity Leave Extension**

To

Name

(Reporting Manager)

Company Name

Address

Dear Mr./Mrs. {Recipient’s Name},

Sub: **Application for Maternity Leave Extension Due to (Reason)**

As you know, I am in my **maternity leave.** My delivery has delayed because of some critical reasons. Earlier I have applied leave for \_\_\_\_\_ weeks. Now I want to extend my maternity leave for \_\_\_\_ weeks more, as my doctor suggested to take rest for \_\_\_\_\_ more weeks.

Kindly consider my application for **maternity leave extension.**

Regards

Yours Sincerely,

{Your Name}