To,

**The District Education Officer (SE), Lahore**

Subject: Maternity Leave Application

**Sir/Madam**,

With due respect it is stated that I am **Hina Akbar** working as **SESE Science** under your supervision, in School Education Department. It is to inform you that I want to avail the facility of maternity leave, given to female staff as per the policy of our department. Kindly, make it possible and grant me leave for **two months** dated as **1st June to 1st August**. It would be a great favor for me.

I shall be highly obliged.

Yours Truly,

**Hina Akbar  
SESE Science, GHS Bla Bla  
Date: 29th May, 2014**