Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I am writing this letter to let you know that I plan to continue breastfeeding my baby after I [return to work](https://www.thespruce.com/essentials-for-moms-returning-to-work-3545153) on \_\_\_{date}\_\_\_. My goal is to be as open with you about any accommodation needs that may arise as I transition back to work.

To maintain my milk supply and provide milk for my baby, I will need to pump two to three times at regular intervals during my 8-hour workday.  I will need a private space, preferably with an electrical outlet, in order to power my pump. My priority for this space is privacy, not size. If you are considering creating a lactation room, like other companies, I'd love to provide feedback to help make that happen! FMbreastfeeding.com also has several resources.

These breaks will be approximately 20-30 minutes in length. This is the typically the amount of time it takes to get to the space, set up the pump, express breast milk, disassemble and clean the pump parts, and return to my desk.

Please let me know if you would like to review [any work schedule modification](https://www.thespruce.com/proposing-a-flexible-work-arrangement-3545239) that may be needed.

Your support makes a difference to my success and benefits business. Research suggests that lactation programs lower the amount of lost work time due to [sick babies](https://www.thespruce.com/juggle-work-and-a-sick-child-3545364) by 77%, and employees whose babies are breastfed experience one-day absences half as often as those whose babies are not fed breastmilk.

As you know, I take pride in the quality of my work and I want to assure you that I will continue to meet the same high standards you have come to expect from me.  Thank you for your willingness to make accommodations for the health of my baby and for other nursing mothers to come.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_