

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

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

I am writing this email to let you know that I plan to continue breastfeeding my baby after I return to work on \_\_\_\_\_.

I will need to pump two to three times at regular intervals during my 8-hour work day to maintain my milk supply and to provide milk for my child.

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!

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

Please let me know if you'd like to review any work schedule modification 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 by 77%, and employees whose babies are breastfed experience one-day absences half as often as those whose babies aren't 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've 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,

\_\_\_\_\_

This letter of support was created by:

