

TO: [Supervisor's Name]  
FROM: [Your Name]  
RE: Lactation Support in the Workplace

Thank you for your support during my [# of months or years] with [name of company]. This is an exciting time for my family and me as we prepare for the birth of our child. I am eager to work with you in making preparations that will allow me to return to work as soon as possible after the birth of my baby.

After speaking with my doctor and other health professionals, I have made the decision to breastfeed my baby. Just as I try to give my best to the company when I am at work, I also want to give the best I can to my baby. My doctor tells me that breastfeeding is important in preventing many illnesses and diseases for both my baby and me. Many businesses across America help their employees make this possible, and I hope we can find solutions together. Here are my immediate needs:

1. A private area with an electrical outlet to express milk during the workday. This space need not be large...even a 4' x 5' area is sufficient. Many companies provide a lactation room for their employees to use, and an electric breast pump to express milk.
2. Flexibility to use break times to express milk. I will need to express milk about two to three times during an 8-hour shift to relieve breast fullness and to maintain my milk supply. Pumping takes around 15 minutes (plus time to get to and from a place to pump). There may be occasions when I need to go over my allotted break time. If that happens, I would like to discuss options for making up the time.

Thank you. Knowing my company is making it possible for me to continue breastfeeding will help me feel much better about leaving my baby to come back to work. I look forward to discussing this with you.

Sincerely,  
[Your Name]