Dear (Employer) ,

(Mother’s name) is planning to continue to provide breast milk for her baby when she returns to work. Beginning (date), she will need breaks at regular intervals during the workday to pump breast milk to maintain her milk supply for her child when they are apart. Pennsylvania's law, effective 2010, requires employers to provide a clean, private place for breastfeeding mothers to express breast milk during their break time.

This letter provides you with advance notice of her intention to breastfeed, so that suitable arrangements can be made regarding a pumping location, as well as any work schedule modifications.

Breast milk protects both mothers and children from many health risks. Employers benefit too, by reduced absenteeism.

Thank you for your willingness to make these accommodations for breastfeeding mothers. You are helping to protect the health of working mothers and their children.

Sincerely,