[Your Name]

[Street Address, City, ST Zip Code] | [Telephone] | [Email]

[Date]

[Recipient Name]

[Title]

[Company]

[Street Address]

[City, ST Zip Code]

Dear [Recipient Name]

I am writing to notify you that I will not be able to come to the office today and will be working from home instead. There has been a burglary at my house last night. Although my family and I have not been harmed, some of our valuable stuff has been stolen. I need to stay at home today since the police will be visiting for investigation.

I will mail you the XYZ report in a couple of hours. I will also be in touch with the clients for their orders and will keep updating you accordingly.

I seek your cooperation. Thank you.

Sincerely,

[Your Name]