[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 put in a request to work from home for the next 3 days. My car is at the workshop for some repairs. I have been traveling to the office through public transport for the past 2 days. However, public transit does not suit me. The commute takes an hour and a half from the metro station to the office. It is too time-consuming and exhausting for me.

Considering the situation, kindly approve my request to work from home.

Sincerely,

[Your Name]