[Your Name]

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

[Date]

[Recipient Name]

[Title]

[Company]

[Street Address]

[City, ST Zip Code]

Dear [Recipient Name]

This is an official request to work from home for two days, dated 6th and 7th June. I have a scheduled colonoscopy due on the 6th of June. The doctor has advised rest for at least 24 to 48 hours after the procedure.

Kindly allow me to stay at home on the dates mentioned above. I will coordinate with my team through email to continue work on our monthly report.

I thank you in advance for your kindness and consideration.

Sincerely,

[Your Name]