[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 would like to request you to work from home on Friday, 7th April since I have a dentist's appointment on the said day.

I will be having a root extraction procedure performed on me. My dentist has advised me to rest at home after the procedure. I will, therefore, not be able to attend the office. However, I will continue my work on the XYZ report at home.

Kindly approve my request. I shall be grateful to you.

Sincerely,

[Your Name]