[Your Name]

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

[Date]

[Recipient Name]

[Title]

[Company]

[Street Address]

[City, ST Zip Code]

Dear [Recipient Name]

Respectfully, I want to notify you that my monthly OB/GYN check-up is scheduled for the coming Thursday, 17th March at 11 am. I request you to let me work from home on the mentioned date.

I realize that taking a day off this week might lead to a delay in the submission of our monthly feasibility report. However, my appointment cannot be rescheduled since it is an important check-up for my second trimester. Working from home is, therefore, a viable option. I shall be available through email and phone call as soon as I am back home from the doctors.

I look forward to your approval.

Sincerely,

[Your Name]