[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 respectfully request you to allow me to work from home tomorrow, 11th May. My maid will be taking a day off tomorrow and I will not have any help with the housework. I want to stay at home so that I am able to manage my chores along with the office work.

Your cooperation shall be appreciated.

Sincerely,

[Your Name]