[Your Name]

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

[Date]

[Recipient Name]

[Title]

[Company]

[Street Address]

[City, ST Zip Code]

Dear [Recipient Name]

As discussed with you yesterday, I have to perform jury duty next week on Monday, the 17th of February. Depending on the nature of the case, the hearing might extend to a couple of days or more. Consequently, I will be unable to show up at the office. However, I do not want to take off from work and face a salary deduction for the missed days of work. I, therefore, request you to let me work from home.

I assure you that I will manage my work tasks from home. I shall be in touch with my team members through email and WhatsApp.

Looking forward to your consideration and cooperation.

Sincerely,

[Your Name]