[Your Name]

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

[Date]

[Recipient Name]

[Title]

[Company]

[Street Address]

[City, ST Zip Code]

Dear [Recipient Name]

Regretfully, I will not be able to attend office today owing to a migraine attack. Kindly permit me to work from home.

I shall be grateful for your kindness.

Sincerely,

[Your Name]