[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 beg to state that I will be unable to attend the office for the next 2 days. Both my kids are suffering from flu and I have to stay at home to look after them.

I shall work from home and will be available for any urgent tasks. Please contact me on my email or call me for any work-related discussion. I have briefed Miss XYZ to keep me updated about the client's orders. I shall be in touch with them through WhatsApp and phone.

Thank you for your consideration.

Sincerely,

[Your Name]