[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 am writing to seek your permission to work from home this Thursday on the 7th of February. I have to take my pet dog to the vet for his monthly vaccination.

Please approve my request. Thank you in anticipation.

Sincerely,

[Your Name]