[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 expecting an online delivery from Amazon for my special skin medication over the next couple of days. Since I live in a crowded hostel, packages are often lost if the receiver is not present at the time of the delivery. Considering this issue, kindly grant me permission to work from home till the delivery has been made so that I am available to receive it in person.

It will only take a day or two. I will be back in the office right after I have received my parcel. Till then, I will be communicating with my team through email to continue working on our ongoing project.

I shall be really grateful to you for your kind approval.

Sincerely,

[Your Name]