To

[The Recipient Name]  
[Department Name]  
[Company Name]

Date:

Dear [Meezes]

I am writing to request permission for working from home for the next two days. I need to take care of my mother who has not been feeling well due to a stomach infection. Since there is no one else to look after her, I have to stay at home with her in order to take care of her medication and nutrition.

As I would be working from home, it would not be possible for me to visit the XYZ site tomorrow. I request you to delay the visit to Wednesday, 16th October. I shall be back in the office by then. In the meanwhile, I will stay connected with my team through phone, email, and video conferencing.

I shall be grateful to you for fulfilling my request.

[Your Name]  
[Department Name]  
[Company Name]

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_