[Your Name]

Date

Recipient Name

Title

Company Name

Street Address City, ST ZIP Code

Dear Recipient Name:

Hope this letter finds you in the best of health.

This is something very urgent to inform you that I have a family emergency at home. My son Meezo slipped from the stairs last night and got his right ankle fractured. We took him to the hospital for treatment where the doctors have advised him to stay in bed for three weeks.

My wife Sam alone is unable to handle this situation for being on job for eight hours. The situation has made us spare few hours from work to look after the Meezo in turns.

I am writing to request you to reduce my working hours in the evening for three weeks so that I can better care my son. Hope you understand my situation and approve my request.

Sincerely,

Your Name

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