Date

Hello,

Dear ‘Name of Manager’,

This email is a request for work from home. As a parent of an ill child, I will be unable to attend work today, ‘Date’. However, I can work from home.

Please accept this request and grant me a day to work from home. You will find the doctor’s note attached to this email. If you have any question, please feel free to contact me.

Sincerely,

Name of Employee,

Name of Department.