Date

Name

Address

Dear Mr. David,

I am writing this letter to seek your permission for coming late to work for a few days.

I recently had a baby and my maternity leave has now ended as well. I tried to find a nanny during my leave but could not. I am still trying to appoint a good nanny, and until then I cannot leave my baby alone. My husband has rearranged his schedule, and he can be home from 11:00 a.m., which means I can reach the office by 11:30 a.m., instead of 9:00 a.m. I want to request you to grant me permission to come late to the office for a couple of days, at max a month. I will try to speed up my search further. As for the work, I ensure that it will not be compromised, and I will work for the morning hours from home.

I hope you will understand my situation and allow my late coming. Thank you for your support.

Regards,

Emily William.