Date

Name

Address

Dear Mr. Smith,

This letter is intended to seek your permission for coming one-hour late to the office.

My wife suffered from a heart stroke two weeks before. Although she has recovered to a great extent her lower limbs have gotten affected, for which the doctors have suggested physiotherapy. I have checked with various physiotherapists in my vicinity, but none is available in the evening when I arrive home. Therefore, I must take my wife to the hospital in the morning, every day for two months, for the physiotherapy sessions before coming to work. As the session will last around 25 minutes, I will be able to reach the office at 10:00 a.m., instead of 9:00 a.m. On an everyday basis, I will cover the work missed during this one hour and would not let any projects get delayed.

Kindly, bear these two months with me, as I do not have any other option. I hope you will understand my situation and would grant me permission to come late to work for this time period. Thank you in advance.

I am attaching her medical documents with this letter. Kindly, let me know if you need any other information.

Regards,

Jim White.