Date

Your Name

Your Company Name

Recipient Name

Title

Company Name

Street Address City, ST ZIP Code

Subject: Request to work from home due to Coronavirus

Dear Mr. Charles,

I am writing to you concerning a recent situation that has occurred throughout the region. As you know, we are facing the challenges of a pandemic spread of disease, Covid-19.

I think it is best to avoid social contact as much as possible to stop the spread of this disease. I would like to request you to allow me to work remotely for the next two weeks, starting from 17th March 2020.  Considering the situation, it would be best to avoid risks of exposure to the virus. I would like to apply the same policy for my team as well and request you to consider my team working remotely too.

I will return to the office on the 30th of March 2020.

Meanwhile, if you need anything from me, I will be accessible through email and phone at any time, during the working hours.

I assure you of our dedication and accessibility to fulfill our work commitments.

I would really appreciate it if you would help us all to be safe.

Regards,

Mariah James   
Senior Manager   
443-333434343  
Email: [Email]