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,

In favor of a small LA team, I want to express the ongoing concerns that have been around all the time coming into the highly trafficked co-working space every day.

Like every single person, I have been tackling the news daily and that too so much obsessively. I am myself personally in so much struggle and stress about the instant and constant spread of COVID-19 and hence I am wondering as if this is the right time for me to implement an optional work from home policy. According to the news updates so many cases are being reported in every single country and every single day.

I do believe that our team has been capable enough to work from home through the mediums of Slack, Zoom, Dropbox and the easiness of the laptops.

It would be best if your management will consider this request application at least for the next few weeks until and unless we won’t be getting any guidance from WHO or CDC. It would be appreciated by your side.

Thanks,