To,

Mark Steve,  
CEO Stars Cables,  
Canal Tower, Michigan, USA.

15-04-20XX

Subject: One-day request letter to work from home

Dear Sir,

I hope you will be enjoying good health nowadays. I am McMillan, working as Office Assistant in your company since 2010. I have been regular throughout my stay as evident from the record. Through this letter, I want to put in my request for working from home this Friday for just one day. I know it looks strange, but it will be difficult for me to manage work here in the office. I could have applied for the leave of the said day, but I know the value of work and that’s why I sought your permission instead of availing leave.

The reason behind my request is that I have some guests visiting me on Friday. They will visit me by the time I usually return home but at that time, it will be too late. I want to say welcome outside my home which would not be possible otherwise. I hereby request you to grant me permission about the said matter. I assure you that this kind of relaxation will not affect the work quality whatever the situation may be. In addition, I shall submit the report on time. I shall be extremely grateful to you if you accept my request.

Waiting for your positive response in this regard.

Yours obediently,

Anderson.