To

[The Recipient Name]  
[Department Name]  
[Company name]

Subject: Request letter to boss to allow work for 4 to 5 hours a day

Dear Sir,

I hope you will be doing well these days. I met with a severe accident last month. Consequently, I got my bones of both hands and a couple of ribs broken. Owing to the severity of the accident, the doctor of Allied Hospital advised me to take full rest for 2 months.

I am well aware of the workload these days. Since auditors are about to visit our company for an annual audit, I have decided not to take full rest rather I would request you to reduce my working hours to 4 or 5. In this way, I would get sufficient time for my injuries to heal and at the same time, official work will not be affected as well.

Please consider my request and inform me about your decision in this regard. Thanking you in anticipation.

Yours faithfully,

[Your Name]