09 July 20XX  
  
Nolan Alex  
Manager  
ABC 890 Main St.  
Brooklyn, JS 123456

Dear Mr. Alex,

I hope that you will be alright. I am working with you for a long period and I was on my medical leave nowadays due to an accident that occurred with me six months ago because of land sliding. As a result of it, I got severe injuries and it put a drastic impact on my body due to which I am unable to walk now. Doctors had prescribed complete rest to me till I am able to walk on my own. Now my medical leave is going to an end and despite taking all precautionary measures, I am still not able to walk on my own and cannot sit for working straight continuous hours.

Due to this accident, my work was badly affected, and I don’t want to get it affected anymore. I know that you stand by with your employees in every difficult time and hear their problems. I am writing this letter to you to want your favor to allow me to work from home until I become able to walk on my own. Doctors are still advising me to take the rest for three months at least but this time I am not asking for a medical leave. I want you to allow me permission to work from home.

I guarantee you this thing that work’s quality would not be affected at all because of illness and I will work with great zeal. I have enclosed my medical report along with this letter so may you have a look at them. I hope that you will approve this request of mine. In case if you want to know more about it, I can be reached through email. I would be much obliged to you if you give me collaboration. Thank you

Regards,  
Jackson Luis