11 July 20XX  
The Manager  
XYZ Firm  
Jose Blake  
56-789 Street

Washington, WE 234  
(1111) 2345-666

Dear Mr. Blake,

I hope that you will be alright and enjoying good health these days. I am an employee here in your company for the last ten years. You know that I have been working from home for the last six months due to my disturbed health. I have a workmate with me who aids me in going somewhere as I am unable to walk on my own. I had asked you to keep him with me in the office, but you told me that I cannot keep any assistant with me.

After working from home for the last few months I am giving close attention to office work and activities. This thing is very difficult for me to come to the office daily so I want to ask you for permission of working from home or in case of need I can just visit the office. I have really enjoyed working under your supervision and due to your supportive attitude, I want to continue my job here in your company in the future as well.

By keeping in view, the above-mentioned details, I want you to consider this request of mine. I would be much pleased and thankful to you if you favor me by allowing work from home.

Regards,  
Oliver Kevin