To

[The Recipient Name]  
[Designation]  
[Company Name]

Subject: Request to allow work from home for one day

Dear Sir,

I am Anderson, working as an in-charge marketing section in your company. I am putting forward my request through this letter to work from home for just one day. I know It looks awkward but the reason behind my request is that my son has been suffering from typhoid for many days and he has a due appointment with a doctor at [HOSPITAL]. He is too young to visit the doctor alone. Therefore, I have to take him to the doctor in order to get him checked.

I am well aware of the workload nowadays due to the closing sessions and auditors are about to come within a week. Keeping in view the whole scenario, I have decided to do day’s work from home after I will return from the hospital. You can trust me because the quality of the work will not be affected at all.

If you allow me, I can inform my clients to contact me in case of any query regarding work. I hope you will entertain my request keeping in view my genuine problem.

Yours faithfully,

[Your Name]