To

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

Subject: Request to allow work from home for one day

Dear Sir,

I am Johnson, working as assistant director finance in your company for the last five years. I am penning this letter in order to get your kind permission to work from home for one day. Due to the lawyers’ strike scheduled tomorrow, roads will be blocked. Consequently, I will be too late to reach the office on time. It will take me almost half a day to reach the office in an alternate way. Therefore, owing to the severity of the matter and keeping in view the workload, I had better stay home and work from there rather than wasting my time on roads.

This will not affect the quality of my work and I will deliver all the due assignments on time. I am sure you will understand the nature of the problem and entertain my request for the sake of the company’s benefit. Thanking you in anticipation.

Yours truly,

[Your Name]