To

(Name of Recipient)  
(Position)  
(Address)

Dear (Mr. Mrs. Ms. Last Name),

I am writing this letter to request work from home as I am not feeling well. I have the flu and want to stay away from the team in case this is contagious.

Would it be possible that I can start working from home on (date)? I will be available whenever you want me in the office. You can contact me when I am at home (Contact No.). I will be available by (state methods of communication) whilst working from home.

I know the work ethics of this company and hope to uphold them, so I am flexible concerning the days and frequency to work which is best for you.

Thank you for considering my letter.

Sincerely,

(Your Name)