**To**

**[The Recipient Name]  
[Designation]  
[School Name]**

**Subject: Request for accommodation at [X] for [ABC]**

Respected sir,

I am \_\_\_\_\_\_\_\_\_\_\_ (mention your name) working in the customer care department of the company. Recently I had an accident while coming to the office and I had some severe injuries to my body. My right leg bone is broken, and I have gone through surgery.

 Since there is a rod in my right leg, I need to be careful. Although I can work now like normal people, my leg is not in a position to move. Therefore, I would like to request you allow me to work from home. The workplace accommodations will make it very easy to perform my duties during this hard time of my life when I am bedridden for a month.

I am attaching my medical report with this email so that you can see my condition. Thank you so much for your support. I am looking forward to your response.

Yours truly.

Name of the sender  
Sender’s designation in the company  
Name of the company