To

[The person in charge]  
[Designation]  
[Department Name]  
[Company Name]

**Subject: Request for accommodation to work from home**

Respected sir,

I am Mr. ABC who has recently been recruited to the marketing department of the company. The purpose of writing this letter is to request reasonable accommodation to work from home. Due to my asthma problem, I am at a very high risk of complications that may arise due to COVID-19. My doctor has advised me to take extra care of myself so that my lungs remain safe.

Based on what my doctor has suggested, I would like to request accommodation to work from home. Please have a look at the attached document of the prescription written by my doctor. According to the law of the state, people who have any kind of lung disease are more vulnerable to the damage caused by the pandemic and therefore, employers are required to accommodate their employees.

Also, please provide me with all the resources that I need to be able to work from home smoothly. If you want to know more about my situation, please contact me or arrange a meeting with me. Thank you so much for your time and consideration.

Sincerely.

[Your Name]  
[Designation]  
[Department]