To

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

**Subject: Request for [XYZ] accommodation regarding [XYZ] as per [ABC]**

Dear sir,

I am writing this letter to request you to provide me with accommodation to work from home. This request is being made because I am unable to come to the office due to my illness. I don't want to put anyone in trouble and therefore, I take full responsibility for my work and want to finish it in any case. For this purpose, even though I am not in a position to come to work, I am ready to work from home. However, I need cooperation and support from the company.

I am sure that the nature of my job is such that I can easily manage everything working from home. I am requesting accommodation only for the period of one month as my doctor has prescribed for me bed rest for one month. I will be available by phone call 24/7.

Since my situation is genuine and makes sense, I am hopeful that I will get a positive response from your side. I have all the resources that I might need to perform telework. Thank you so much for your cooperation and support in advance.

Yours truly.

[Your Name]  
[Designation]  
[Department]