

Request Letter for WFH due to Mother/father/Child illness

From,
Shyam
Sherwood Estate,
Narendrapur
Kolkata

Date: May 19, 2020

To,
Shruti Singh
Sherwood Estate,
Narendrapur
Kolkata

Subject: Request Letter For work from home due to father's Illness

Dear Sir/Madam

I would like to inform you that my father is in a very critical condition. He has been advised to stay at complete bed rest for a considerable amount of time. As my residence is at a far distance from the office and I also, have to take care of my father I would request you to allow me to work from home. I am unable to find any help that could make the situation easier for me.

It would be very kind if you consider my situation and allow me to work from home.

Thanking you,

Shyam
HR Executive

