

# Request Letter for Work from Home Due to Child Care

From,  
Nidhi  
Sherwood Estate,  
Narendrapur  
Kolkata

Date: 24th, Jan. 2019

To,  
Anand Singh  
Sherwood Estate,  
Narendrapur

Subject: Request letter for work from home due to childcare

Dear Sir/Madam

I am obliged to have been associated with this organization for such a long time. However, my productivity is being affected as I have to juggle between taking care of my child and managing work. I have been trying to manage both efficiently but facing serious health issues due to the pressure.

Since my child is very small and I am unable to find help to assist me in keeping the balance, I would request you to allow me to work from home.

Thanking you,

Nidhi  
Assistant Manager

