

Request Letter for work from home due to Lockdown

From,
Sonnerita
Sherwood Estate,
Kolkata

Date: 13th March, 2014

To,
Head of Department
Sherwood Estate,
Kolkata

Subject: Request Letter for Work from Home due to Lockdown

Dear Sir/Madam

As you know a nation-wide lockdown has been declared by the Government. Due to such a strict lockdown, traveling to the office has become harassment. Lack of public transportation and the curbing of the running of private cars have made it even worse. As a result, reaching the office on time has become very difficult. Also, reaching home back from work has turned into a nightmare.

Keeping such dire circumstances in mind, I would request you to allow me to work from home. It would be kind of you to consider my request and grant me permission.

Thanking you,

Ashutosh
Product Assistant

