

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company/Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally request [specify the nature of your request, e.g., "a workplace accommodation regarding my health condition," "the right to work from home during certain periods," etc.].

[Insert a detailed explanation of your request, providing any necessary context and information].

I believe that this request is crucial for [explain the importance of the request, how it can benefit you or the organization].

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]