**Date:**

**To**

**[The Recipient]**

**Re. Intending and Planning to Work from Home on Account of Imposition of Strict Lockdown by the City Administration Effected by the Notification no. 7098F/34**

Dear Jessica,

I am Loman Grape from the Department Wing of Project Development. I have been working here as an Assistant Project Manager completing four years of my service here. I am writing to draw your attention to the recent notification issued by the city administration and local government to curb the recent spike in coronavirus cases. The situation outside the door has been grievous and serious than ever before. Millions of people have been suffering from Covid-19 and hundreds of them are dying due to the excruciating virus. The only way to control the uncontrolled situation is to impose lockdown and enforce strict implementations in the city.

To effectuate the virus, the city government issued a notification according to which all kinds of public transport have been blocked for an uncertain period. All the buses and trains shall not be moving around in the city. This can create a huge problem for the people to commute for work while dismissing the intra-city transport services (ICT).

I come from a remote country area by the ICT services. It would be highly inconvenient and toilsome for me to commute for work without public transport services. It has been clearly announced that no bus or train shall be carrying any passenger in the city. Commuting through cab service can be very expensive for me to travel on daily basis.

In the wake of all this, I aspire to work from home as I believe that I can work on project management from home as well while appearing in the office on a need basis. To ensure the best practices affected by the implemented lockdown, I urge you to approve my contemplation on working from home. I ensure you the best of my time, productivity, and work quality while working from home. I shall be available on phone calls and email.

I am looking forward to your kind response. Please let me know about this at [EMAIL]. Thank you in anticipation.

Regards

Loman Grape  
Assistant Project Manager  
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California, USA