**Request to work from home to care for a loved one**

If caring for a loved one has made it difficult to go to the office every day, you can use this email example:

*Subject line: Request to work from home to care for a family member*

*Dear Daniel,*

*As you know, my father has been struggling with dementia for almost two years now. The situation has necessitated that he move in with us a few months ago, but it has become clear that it is no longer safe for him to be left alone.*

*I'd like to request the chance to work from home so that I can watch after him. By just being in the home during the day, I can ensure that he is safe and fed. I'm confident that I could keep up with my current quotas remotely, and I'd be available via phone or email if a need should arise. If something comes up where I'm needed in the office, I could always find someone to sit with my dad for a day or a few hours.*

*I know this is an unusual request. Thank you so much for your understanding and consideration. If you have any questions or concerns, please let me know. I look forward to hearing from you.*

*Best,*

*Michaela Ide*