

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Manager's Name],

Subject: Request for Work-from-Home Arrangement

I hope this message finds you well. I am writing to formally request the opportunity to work from home on a regular basis.

[Provide a brief explanation of your current work situation and why you are requesting to work from home. Include specific reasons such as increased productivity, work-life balance, or any personal circumstances.]

I believe that transitioning to a work-from-home arrangement would not only allow me to maintain my productivity but also contribute positively to the team's overall performance. [Mention any tools or strategies you plan to implement to ensure effective communication and collaboration while working remotely.]

I am committed to maintaining my responsibilities and meeting deadlines consistently. I am open to discussing this request further and would appreciate any consideration you can give to this proposal.

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

Sincerely,

[Your Name]  
[Your Job Title]