

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

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request the opportunity to work from home on [specific days/dates or on a regular basis] due to [brief reason for the request, e.g., personal circumstances, health concerns, productivity reasons].

I believe that working from home will allow me to [mention any benefits, e.g., maintain productivity, focus better, manage personal responsibilities]. I assure you that I will remain fully committed to my duties and responsibilities while working remotely and will ensure communication and collaboration with my team remains seamless.

I would appreciate your consideration of this request and am open to discussing any concerns or conditions you may have regarding this arrangement. Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Job Title]