

[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 to work from home on [specific dates or range of dates].

The reason for this request is [briefly explain the reason, e.g., personal matters, health concerns, etc.]. I believe that working remotely during this time will allow me to maintain my productivity while addressing these matters.

I assure you that I will remain accessible via email and phone, and I will ensure that all deadlines and responsibilities are met during my WFH days.

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

Sincerely,

[Your Name]
[Your Job Title]