

[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 am writing to formally express my intent to request a work-from-home (WFH) arrangement. Due to [brief explanation of reason, e.g., personal circumstances, enhanced productivity, etc.], I believe that this arrangement would not only support my personal needs but also benefit the team's overall performance.

I have assessed my current projects and responsibilities, and I am confident that I can maintain or even improve my output while working remotely. I propose to work from home [specific days of the week or hours], and I am open to discussing a trial period to evaluate the effectiveness of this arrangement.

I am committed to ensuring seamless communication and collaboration with the team during this time. I will be available via [list communication tools, e.g., email, video calling, messaging apps] and will ensure my tasks and deadlines are managed effectively.

Thank you for considering my request. I am looking forward to discussing this proposal further.

Sincerely,

[Your Name]
[Your Job Title]