

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Supervisor's Name]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request permission to work from home on [specific days/dates or a specific time period].

The reason for this request is [briefly explain the reason, e.g., personal circumstances, productivity concerns, etc.]. I believe that working remotely will enable me to [mention any advantages such as increased focus, flexibility, etc.].

I assure you that I will remain fully committed to my responsibilities and will be available via [email, phone, instant messaging, etc.] throughout the workday. I will also ensure that I meet all deadlines and maintain communication with the team.

Thank you for considering my request. I look forward to your understanding and support.

Best regards,

[Your Name]

[Your Job Title]