

[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: Work From Home Agreement

I hope this message finds you well. I am writing to formally request permission to work from home on [specific days or duration, e.g., Mondays and Wednesdays or from [start date] to [end date]].

In light of [brief reason for the request, e.g., personal circumstances, increased productivity], I believe that working from home will enable me to maintain my performance while also accommodating my current situation. I assure you that I will remain fully committed to my responsibilities and stay in constant communication via [preferred communication tools, e.g., email, chat, video calls] to ensure team collaboration and project deadlines are met.

Please let me know if you need any further information or if we can set up a time to discuss this request in more detail. Thank you for considering my proposal.

Best regards,

[Your Name]
[Your Job Title]
[Your Department]