

[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],

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

[Brief explanation of the reason for the request, e.g., personal circumstances, health-related issues, etc.].

I believe that working remotely during this period will allow me to maintain my productivity and meet my work responsibilities effectively. I am committed to staying engaged and available during regular work hours via [list communication tools, e.g., email, Slack, etc.].

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

Best regards,

[Your Name]
[Your Job Title]