

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Employer's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally request permission to work from home due to [briefly state reason, e.g., ongoing personal matters, health issues, etc.]. I believe that this arrangement will allow me to maintain my productivity while balancing [mention any specific circumstances].

I propose to start this work-from-home arrangement on [start date] and continue until [end date, or state "until further notice" if applicable].

I assure you that I will remain fully committed to my duties and responsibilities, maintaining regular communication through [mention any tools, e.g., email, video calls, etc.].

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

Sincerely,

[Your Name]  
[Your Job Title]