

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

[Recipient's Name]  
[Recipient's Title]  
[Company Name]

[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the option to work from home on a temporary basis due to [briefly state reason, e.g., personal circumstances, health concerns, etc.].

I believe that working remotely will enable me to maintain my productivity and continue contributing to [specific projects or responsibilities] effectively. I am fully equipped to handle my duties from home, including [mention any tools or resources you have at your disposal].

I am committed to maintaining open communication with the team and ensuring that my responsibilities are met without disruption. I propose starting this arrangement on [start date] and would appreciate your feedback on the timeline and any additional steps I need to take.

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

Warm regards,

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