

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

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request the option to work from home on [specific days or "a regular basis"] due to [brief reason, e.g., family commitments, health reasons, etc.].

I believe that working remotely would allow me to maintain my productivity while ensuring that I can fulfill my [reason]. I have outlined a plan to ensure that my work responsibilities will be met, including [mention any strategies you will use to stay connected and productive, e.g., regular check-ins, maintaining communication via email/phone, etc.].

I appreciate your consideration of my request and am open to discussing this further at your convenience. Thank you for your understanding.

Best regards,

[Your Name]
[Your Job Title]