

[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 specific timeframe, e.g., "Mondays and Wednesdays" or "for the next month"] due to [reason for the request, e.g., "personal circumstances," "commuting challenges," etc.].

I believe that working from home will enable me to maintain my productivity while managing my current situation effectively. I have ensured that I will remain reachable via [methods of communication: email, phone, video calls] and will adhere to all deadlines and responsibilities.

Thank you for considering my request. I am looking forward to your understanding and support.

Best regards,

[Your Name]  
[Your Job Title]