

[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 to work from home on a [full-time/part-time] basis. Due to [brief reason: e.g., personal circumstances, health considerations, or increased productivity], I believe that a remote working arrangement would enhance my efficiency and contribute positively to my role at [Company Name].

I am confident that my current projects, including [specific projects or responsibilities], can be effectively managed remotely. I am committed to maintaining communication and ensuring that my work aligns with our team's goals.

I appreciate your consideration of my request and am happy to discuss this further at your convenience.

Thank you for your support.

Sincerely,

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