

[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 permission to work from home on [specific dates or duration] due to [brief reason, e.g., personal circumstances, health reasons, etc.].

I believe that I can maintain my productivity and fulfill my responsibilities effectively while working remotely. I have the necessary tools and resources to ensure seamless communication and project management during this period.

I appreciate your consideration of my request and am happy to discuss this further if needed. Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Job Title]