

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

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally request permission to work from home for [specific time period or ongoing basis] due to [reason, e.g., personal health, family obligations, etc.].

I believe that I can maintain my productivity and contribute effectively while working remotely. I have established a suitable home office environment and have ensured that I have all the necessary tools and resources to perform my job responsibilities without interruption.

I am committed to staying engaged with the team and will be available via [communication tools, e.g., email, phone, video conferencing] during regular working hours. I will also provide regular updates on my tasks and progress to ensure clear communication.

Thank you for considering my request. I am looking forward to your positive response.

Sincerely,

[Your Name]  
[Your Job Title]