

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title/Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request an arrangement for home office work. Given the current circumstances and the advantages of remote work, I believe that this arrangement would benefit both my productivity and the company's objectives.

I propose the following terms for my home office arrangement:

- ****Work Schedule****: [Specify your desired work hours and days]
- ****Communication****: [Outline how you will communicate with your team, e.g., daily check-ins, video calls]
- ****Performance Metrics****: [Detail how you will track and report on your progress]

I am confident that this arrangement will allow me to contribute effectively while maintaining a healthy work-life balance. I would be grateful for your consideration and look forward to discussing this in further detail.

Thank you for your time and attention.

Sincerely,

[Your Name]
[Your Job Title]