

[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 approval to work from home on [specific dates or for a specific duration].

[Brief explanation of your reasons for the request, such as personal circumstances, productivity considerations, or any relevant details that support your request.]

I believe that working from home will allow me to maintain my productivity while also [mention any benefits to the team or company]. I am committed to ensuring that my responsibilities are met, and I will remain accessible via [mention communication tools, e.g., email, phone, etc.].

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

Sincerely,  
[Your Name]  
[Your Job Title]  
[Your Department]