

[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 [briefly explain reason, e.g., personal circumstances, health reasons, or increased productivity], I believe that working remotely would allow me to maintain my performance while managing these challenges. I am committed to ensuring that my responsibilities are met and am confident that I can continue to contribute effectively in a remote setting.

I would be happy to discuss this request at your earliest convenience and outline a plan to maintain communication and productivity during my time working from home.

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

Sincerely,

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