

Subject: Remote Work Arrangement

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request permission to work from home on [specific dates or days].

I believe that this arrangement will allow me to maintain productivity while also balancing my responsibilities. I assure you that I will remain accessible via [email/phone] and will keep my commitments on schedule.

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

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]