

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company Name]

[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the opportunity to work remotely in my current position as [Your Job Title] starting [Proposed Start Date].

[Briefly explain the reasons for your request and how it will benefit both you and the organization. Include any relevant details about your work performance or project responsibilities.]

I believe that remote work will enable me to maintain [mention any skills or strengths] while ensuring productivity and collaboration with the team.

Thank you for considering my request. I look forward to discussing this possibility further.

Sincerely,

[Your Name]
[Your Job Title]