

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to discuss the possibility of transitioning to a remote working arrangement for my role as [Your Position] at [Company Name].

[Paragraph 1: Introduce the reason for the request - focus on benefits for both you and the company.]

[Paragraph 2: Discuss your previous experience with remote work, highlighting productivity, communication, and management tools you will utilize.]

[Paragraph 3: Propose a trial period or a plan to ensure smooth collaboration with the team.]

Thank you for considering my request. I look forward to discussing this further and am happy to address any concerns you may have.

Sincerely,
[Your Name]