

[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 letter finds you well.

I am writing to discuss my proposed home office setup, which I believe would enhance my productivity and enable me to effectively contribute to our team's goals.

[Paragraph 1: Outline your current work setup and any challenges you face.]

[Paragraph 2: Describe your proposed home office setup, including necessary equipment or modifications.]

[Paragraph 3: Explain how this setup will benefit your work and the company.]

Thank you for considering my proposal. I look forward to your feedback.

Sincerely,

[Your Name]