

[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],

Subject: Request for Work-from-Home Arrangement

I hope this message finds you well. I am writing to formally request permission to work from home for [specific time period or dates] due to [reason for the request, e.g., personal health, family obligation, etc.]. I believe that I can maintain my productivity and continue to meet my responsibilities effectively while working remotely. I have ensured that I have the necessary resources and tools to facilitate communication and complete my tasks.

I appreciate your consideration of my request and am happy to discuss this matter further if needed. Thank you for your understanding.

Sincerely,

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