

[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],

I hope this message finds you well. I am writing to formally request permission to work from home on [specific dates or duration] due to [brief reason, e.g., personal circumstances, health issues, etc.].

I believe that I can maintain my productivity and remain accessible to the team during this time. I will ensure that all my tasks and responsibilities are managed effectively from a remote setting.

Thank you for considering my request. I appreciate your understanding and support.

Sincerely,

[Your Name]
[Your Job Title]