

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

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

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a consideration for a remote work arrangement for my position as [Your Job Title] at [Company's Name].

[Briefly explain your reasons for requesting remote work, such as personal circumstances, increased productivity, or alignment with company goals.]

I believe that working remotely would not only enhance my productivity but also contribute positively to the team's overall performance. I am committed to maintaining open communication and ensuring all responsibilities are managed effectively.

I would appreciate the opportunity to discuss this proposal further and explore how we can make this arrangement beneficial for both parties.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]

[Your Job Title]