

[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 the opportunity to work remotely on a [full-time/part-time] basis due to [brief reason, e.g., personal circumstances, improved productivity, etc.].

In my current role as [Your Job Title], I have demonstrated [specific achievements or contributions that support your request]. I believe that working from home will allow me to maintain, if not enhance, my efficiency and productivity.

I am fully equipped to handle my duties from home and will ensure that my availability and communication with the team remain consistent. I propose to maintain [specific hours] and be reachable via [communication tools, e.g., email, phone, video calls].

I would appreciate the opportunity to discuss this arrangement further and address any concerns you may have. Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]