

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally request the opportunity to telework on a regular basis. Given my current role as [Your Position] and the nature of my work, I believe that a telework arrangement would enhance my productivity and work-life balance.

Over the past [duration of employment], I have consistently met or exceeded my performance goals, and I am confident that I can continue to deliver exceptional results while working remotely.

I propose to work from home [specify number of days] per week. I will ensure to maintain open communication with my team and meet all deadlines effectively.

Thank you for considering my request. I am looking forward to discussing this further.

Sincerely,  
[Your Name]