

[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 date(s)] due to [brief explanation of the reason, e.g., a personal matter, illness, family obligation, etc.].

I assure you that I will remain fully dedicated to my responsibilities and will be available via [email, phone, video conference, etc.] throughout the day. I will ensure that all my tasks are completed on time and that there will be no disruption to my work performance.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,
[Your Name]
[Your Job Title]