

Formal Request for Remote Work Arrangement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 a remote work arrangement due to [brief reason for the request, e.g., personal circumstances, family commitments, etc.].

I believe that working remotely will enable me to maintain my productivity while ensuring that my responsibilities are managed effectively. I am committed to fulfilling my duties and can assure you that I will remain available during working hours via email, phone, and virtual meetings.

I would appreciate the opportunity to discuss this request further and explore potential options that could work for both the team and myself. Thank you for considering my request, and I look forward to your response.

Sincerely,

[Your Name]