

Inquiry Regarding Remote Working Options

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the possibility of remote working options within [Company Name]. As we continue to adapt to changes in the work environment, I believe that a remote work arrangement could enhance productivity and work-life balance.

I would appreciate any information you could provide regarding the policies and procedures related to remote work at [Company Name]. Specifically, I am interested in understanding:

- The types of roles eligible for remote work
- Any existing remote work policies
- The process for applying for remote work arrangements

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

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]