

# Request for Telecommuting Permission

Date: [Insert Date]

To,

[Manager's Name]  
[Company's Name]  
[Company's Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request permission to telecommute for [specific duration, e.g., "the next month" or "two days a week"] due to [reason for the request, e.g., "personal circumstances" or "improved productivity"].

During this time, I will ensure that all my responsibilities are met, and I will remain accessible through [mention preferred communication method, e.g., email, phone, video calls]. I am committed to maintaining the same level of productivity and collaboration as I do while working in the office.

Thank you for considering my request. I am looking forward to your positive response.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Contact Information]