

# Remote Work Permission Inquiry

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Remote Work Permission

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request permission to work remotely for [specific time period or dates]. Due to [brief explanation of your reason, e.g., personal circumstances, health issues, family commitments], I believe that working from home would allow me to maintain my productivity and continue contributing effectively to our team.

I understand the importance of staying connected and will ensure that my communication remains seamless during this period. I am committed to attending all team meetings and meeting deadlines as planned.

I appreciate your consideration of my request, and I am more than happy to discuss this further at your convenience.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]