

Request for Remote Work Arrangement

[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 a remote work arrangement for my position as [Your Job Title]. Due to [brief reason for request, e.g., personal circumstances, health considerations, etc.], I believe that working remotely would enhance my productivity and maintain my work-life balance.

I am confident that I can effectively perform my duties from home, as I have suitable tools and technology to stay connected with the team and meet project deadlines.

I appreciate your consideration of my request and am happy to discuss this further at your earliest convenience. Thank you for your understanding and support.

Sincerely,

[Your Name]