

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 propose a telecommuting arrangement that I believe would enhance my productivity and contribute positively to our team's success.

Over the past few months, I have noticed that my peak productivity hours align more closely with a remote work environment. I believe that telecommuting would allow me to focus more effectively on my tasks while balancing my work and personal commitments.

To ensure collaboration, I propose to maintain regular communication through [suggest tools, e.g., Slack, Zoom, etc.] and be available for meetings during standard working hours. I am confident this arrangement can be beneficial for both my performance and the team's objectives.

Thank you for considering my suggestion. I would appreciate the opportunity to discuss this further at your convenience.

Sincerely,

[Your Name]