

Subject: Request for Telecommuting Options

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request the consideration of telecommuting options within my role as [Your Position] at [Company Name]. Given the evolving nature of our work environment and the successful implementations of remote work, I believe that this arrangement could be mutually beneficial.

Throughout my time at [Company Name], I have consistently met and exceeded my performance goals while maintaining a strong commitment to our team. By working remotely, I believe I can further enhance my productivity and contribute effectively to our projects.

I would appreciate the opportunity to discuss this matter with you at your earliest convenience. Thank you for considering my request, and I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]