

# Letter of Appeal for Distance Working Conditions

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally appeal for the consideration of distance working conditions. In light of [briefly explain your reason, e.g., personal circumstances, health concerns, etc.], I believe that a remote work arrangement would greatly enhance my productivity and overall contribution to the team.

I have consistently demonstrated commitment and performance in my role as [Your Job Title]. With the option to work remotely, I am confident that I can continue to meet, if not exceed, the expectations set forth by the organization.

Thank you for considering my request. I am looking forward to discussing this matter further and am open to any suggestions or requirements you may have regarding this proposal.

Sincerely,

[Your Name]

[Your Job Title]