

# Proposal for Home-Based Work Approval

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

**Dear [Manager's Name],**

I am writing to propose a modification to my current work arrangement to allow me to work from home for [specific days/hours] each week. This change would not only enhance my productivity but also provide a better work-life balance.

Based on my performance metrics, I believe that working from home will enable me to achieve better results in my projects. I'm fully equipped with the necessary tools and technology to ensure seamless communication and timely completion of tasks.

I would be grateful if we could discuss this proposal further at your convenience. Thank you for considering my request.

**Best regards,**

[Your Name]

[Your Position]