

Remote Work Approval Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Remote Work Approval

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request approval for remote work on [specific days or duration, e.g., "Fridays starting from May 2023"] due to [brief explanation of the reason, e.g., "personal matters that require my attention at home"].

I believe that working remotely will not only allow me to manage my responsibilities more effectively but also maintain my productivity. I am committed to staying accessible and will ensure that all my tasks and communications remain on schedule.

If you approve this request, I will take all necessary steps to ensure a smooth workflow and maintain regular updates on my projects.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]