

Telecommuting Request Letter

Date: [Insert Date]

To: [Manager's Name]

Position: [Manager's Position]

Company: [Company Name]

Address: [Company Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request the opportunity to telecommute due to [insert reason - personal circumstances, health issues, etc.]. I believe this arrangement would not only benefit my productivity but also align with the company's objectives.

In my current role as [Your Position], I have demonstrated my commitment to meeting deadlines and maintaining communication with the team. I am confident that I can uphold these standards while working remotely. I propose to work from home [insert number of days] per week, starting from [insert desired start date].

I am open to discussing this request further and addressing any concerns you may have. Thank you for considering my proposal.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]