

Remote Work Housing Arrangement

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to discuss the housing arrangements related to my remote work position at [Company Name]. As I will be working from home, I would like to confirm the details regarding the accommodations provided.

Specifically, I would appreciate clarification on the following:

- Details of the financial support for housing expenses.
- Any guidelines or policies regarding workspace setup at home.
- Duration of the housing arrangement support.
- Further assistance or resources available for remote workers.

Thank you for your attention to these matters. I look forward to your prompt response so that I can make the necessary arrangements at my earliest convenience.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]