

Remote Work Housing Request

Date: [Insert Date]

To: [Insert Recipient's Name]
[Insert Recipient's Title]
[Insert Company Name]
[Insert Company Address]

Dear [Insert Recipient's Name],

I hope this message finds you well. I am writing to formally request assistance regarding my housing situation as it pertains to my current remote work arrangement. Given the nature of my work and the need for a conducive work environment, I believe it is essential to address my housing needs.

Currently, I am residing at [Insert Current Address] but have encountered challenges that may affect my productivity, including [briefly describe issues, e.g., lack of space, noise, etc.]. I am therefore seeking support from the company to explore potential housing solutions that would allow me to perform my duties effectively.

I appreciate any help or guidance you can provide regarding this matter, including options for temporary housing assistance or relocation support.

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

Sincerely,
[Your Name]
[Your Job Title]
[Your Contact Information]