

Request for Remote Work Consideration

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Remote Work Arrangement

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request consideration for a remote work arrangement to enhance my efficiency and contribute more effectively to our ongoing projects.

Over the past few months, I have noticed that I can focus better and produce higher quality work in a remote setting, particularly when it comes to [specific tasks or projects]. I believe that working remotely could facilitate uninterrupted time for deep work, thereby improving overall project outcomes.

In my proposed arrangement, I would be available during the regular work hours and would ensure effective communication with the team through [mention tools like Zoom, Slack, etc.]. I am confident that this arrangement will not only help me maintain productivity but also contribute positively to our team's goals.

Thank you for considering my request. I would greatly appreciate the opportunity to discuss this further and explore how we can make it work successfully.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]