

# Request for Remote Work Arrangement

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Remote Work Arrangement for Improved Work-Life Balance

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request the opportunity to transition to a remote work arrangement. I believe that working from home would greatly improve my work-life balance and enhance my productivity.

Over the past months, I have reflected on my current work situation and its impact on my personal life. I have noticed that a remote work setup would allow me to better manage my time and responsibilities, ultimately leading to improved performance in my role.

I am confident that I can maintain and even exceed my current productivity levels while working remotely. I am committed to ensuring that all my responsibilities are met and that communication with the team remains strong.

Thank you for considering my request. I am looking forward to discussing this in more detail and finding a solution that works for both of us.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]