

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally propose a telecommuting arrangement due to health reasons that have recently affected my ability to work onsite. After consulting with my healthcare provider, it has become evident that a remote work environment would significantly enhance my productivity while also allowing me to manage my health more effectively.

I believe that with the appropriate tools and communication strategies in place, I can continue to meet and exceed my job responsibilities while working from home. I am committed to maintaining regular communication with my team and ensuring that all tasks are completed in a timely manner.

I would greatly appreciate the opportunity to discuss this proposal further and address any questions or concerns you may have. I am confident that this arrangement would be beneficial for both my health and the company's continued success.

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

Sincerely,

[Your Name]