

[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 propose a virtual work arrangement that I believe would not only benefit me personally but also contribute positively to the productivity of our team.

As you know, commuting has become increasingly time-consuming and stressful. I believe that by transitioning to a virtual work model, I can enhance my focus and output while also alleviating some of the daily commuting challenges.

Specifically, I am proposing to work remotely [specify the days or hours, e.g., on Mondays and Wednesdays] while continuing to attend mandatory meetings and team collaborations in person as required. I am confident that this arrangement would allow me to manage my responsibilities more effectively and maintain a high level of performance.

I would be grateful if we could discuss this proposal further at your earliest convenience. Thank you for considering this request.

Warm regards,

[Your Name]

[Your Job Title]