

[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]

## **Subject: Appeal for Work from Home Approval**

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally appeal the decision regarding my request to work from home due to personal circumstances that I believe warrant consideration.

As previously mentioned, [briefly explain your personal circumstances, e.g., a family obligation, health issue, etc.]. I understand the importance of maintaining productivity and collaboration, and I assure you that remote work would allow me to fulfill my responsibilities effectively while managing these personal challenges.

I am committed to maintaining open communication and meeting all deadlines while working remotely. I believe that this flexibility will not only help me during this time but also enhance my performance in the long run.

Thank you very much for considering my appeal. I would appreciate the opportunity to discuss this matter further and explore any possible arrangements that could be made.

Warm regards,

[Your Name]

[Your Job Title]