

# Request for Work from Home Approval

Date: [Insert Date]

To: [Manager's Name]

Subject: Request for Work from Home Approval

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request your approval to work from home for [specific duration or specific dates]. I believe that this arrangement will significantly enhance my productivity and allow me to contribute more effectively to our team's goals.

Working from home will enable me to minimize distractions often present in the office, focus on projects requiring intense concentration, and maintain a better work-life balance. I am confident that this change will lead to improved results.

During this period, I will ensure that I am available for all scheduled meetings and will remain reachable via email and phone throughout working hours. I will also provide regular updates on my progress.

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

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]