

Telecommuting Request Letter

Date: [Insert 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 request a flexible telecommuting arrangement that would enable me to work from home [specific days/hours] each week. I believe that this setup would enhance my productivity and allow me to contribute to our team's goals more effectively.

Over the past [duration], I have implemented strategies that have increased my performance and I believe that a telecommuting option will allow me to further optimize my workflow without compromising our team's objectives. I am committed to maintaining open lines of communication and will ensure my availability during core working hours.

I would appreciate the opportunity to discuss this further and explore how we can make this arrangement beneficial for both myself and [Company's Name]. Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]