

# Remote Work Request Approval

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request approval to work remotely for [specific duration or dates]. Due to [brief reason for the request, e.g., personal circumstances, health concerns, etc.], I believe that working from [location] would allow me to maintain my productivity and contribute effectively to our team.

During this time, I plan to ensure that I am reachable via email and phone during working hours. I will also attend all scheduled meetings and keep up with my responsibilities. I am committed to maintaining high performance standards regardless of my physical location.

I would greatly appreciate your consideration of this request and am happy to discuss any concerns or requirements you may have.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]