

Remote Work Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Remote Work

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request the opportunity to work remotely for [duration, e.g., a few days, two weeks, etc.], starting from [start date] to [end date].

The reason for my request is [briefly explain your reason, e.g., personal circumstances, productivity reasons, etc.]. I believe that working remotely during this time will help me maintain my productivity while fulfilling my responsibilities effectively.

I assure you that I will remain accessible and committed to meeting all deadlines and objectives. I will also ensure regular communication through [mention tools, e.g., email, Slack, video calls, etc.].

Thank you for considering my request. I would be happy to discuss this further at your convenience.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]