

# Formal Request for Remote Work Compliance Assessment

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a compliance assessment for our remote work practices at [Your Company]. In light of the recent shifts towards hybrid work models, it is imperative we ensure our remote working policies align with current regulations and best practices.

We would appreciate it if you could evaluate our existing protocols and provide recommendations for improvement. Your expertise is invaluable in helping us maintain a compliant and efficient remote work environment.

Please let me know your availability for a meeting to discuss this further or if you require any more information from our side.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]