

Subject: Request for Remote Work Consideration

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request consideration for a remote work arrangement. As you know, I have been with [Company Name] for [duration] and have consistently met my performance targets.

Given the nature of my work and the successes we've achieved in recent projects, I believe that my productivity can be maintained, if not enhanced, through a remote work setup. I am proposing to work remotely [specify days or duration], which I believe will allow me to focus better and contribute more effectively to our team's objectives.

I have outlined a plan to ensure that my responsibilities are met and communication remains seamless, and I am happy to discuss this in detail at your convenience.

Thank you for considering my request. I look forward to hearing your thoughts.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]