

Request for Remote Work Accommodation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a remote work accommodation due to [briefly explain the reason, e.g., health issues, family responsibilities, etc.].

Working remotely would allow me to [explain how it will help your situation, e.g., maintain productivity, manage health, etc.]. I am confident that I can continue to fulfill my responsibilities effectively from a remote location.

I have outlined a plan to ensure that my work will remain timely and efficient, including [briefly describe your proposed plan, e.g., communication tools, hours of availability, etc.].

I appreciate your consideration of my request and would be happy to discuss this further at your convenience. Thank you for your understanding.

Sincerely,

[Your Name]