

Remote Work Arrangement Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Job Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a remote work arrangement for my position as [Your Job Title]. I believe that working remotely would enhance my productivity and allow me to maintain a better work-life balance.

Here are a few reasons why I believe this arrangement would be beneficial:

- Increased focus and reduced commute time.
- Flexibility to manage personal responsibilities while ensuring project deadlines are met.
- Ability to create a dedicated work environment that enhances my performance.

I am committed to maintaining effective communication through [insert communication tools you plan to use, e.g., emails, video calls, messaging apps] and will ensure my availability during core business hours.

If necessary, I am open to discussing a trial period to assess the effectiveness of this arrangement.

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

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]