

Request for Work-from-Home Policy

Date: [Insert Date]

To: [Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a review of our current work-from-home policy. Given the recent trends in flexible working arrangements and the positive outcomes observed in various organizations, I believe that exploring a work-from-home option could enhance productivity and employee satisfaction.

I would appreciate the opportunity to discuss this matter further and consider the potential benefits it could bring to both the team and the company.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]