

Remote Work Arrangement Inquiry

Dear [Manager's Name],

I hope this message finds you well. I am writing to inquire about the possibility of arranging a remote work schedule.

Given the current demands of my role and the benefits of a remote work environment, I believe that this arrangement could enhance my productivity and work-life balance. I am particularly interested in understanding how this might be structured and any potential guidelines we would need to follow.

Could we possibly schedule a time to discuss this in more detail? I appreciate your consideration and look forward to your response.

Thank you for your time.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]