

Request for Remote Work Flexibility

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Remote Work Flexibility

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request flexibility in my work arrangement, specifically the opportunity to work remotely on [specific days or time frame].

I believe that working remotely will allow me to maintain my productivity and focus while providing a better work-life balance. [You may include a brief explanation of your reasons, such as personal commitments, health considerations, or improved productivity.]

I understand the importance of maintaining effective communication and collaboration with the team, and I am fully committed to ensuring that my deliverables and responsibilities are met while working remotely. I will be available during regular working hours and can be reached via [preferred communication methods].

Thank you for considering my request. I am looking forward to discussing this further and exploring how we can make this arrangement work for both of us.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]