

Request for Remote Work Approval

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request approval to work remotely on a temporary basis. I believe that this arrangement will allow me to maintain my productivity while also addressing [insert reason, e.g., personal commitments, health concerns, etc.].

I propose to work remotely starting from [start date] to [end date], during which I will be accessible via [insert communication methods, e.g., email, phone, video calls]. I assure you that I will continue to meet all responsibilities and stay aligned with the team's objectives.

I appreciate your consideration of my request and look forward to discussing it further. Thank you for your understanding.

Sincerely,

[Your Name]