

Telecommuting Authorization Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Telecommuting Authorization

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request authorization to work remotely on [specific days or hours]. I believe that telecommuting would enhance my productivity and allow for a better work-life balance.

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

- Increased productivity in a quiet work environment.
- Reduced commuting time, allowing for more time to focus on projects.
- Ability to better manage personal commitments while maintaining work responsibilities.

I assure you that I will remain accessible during work hours and continue to meet all deadlines and deliverables. I am committed to maintaining communication through [preferred communication tools, e.g., email, video calls, etc.].

Thank you for considering my request. I am looking forward to your positive response. Please let me know if you would like to discuss this further.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]