

Request for Work-from-Home Accommodation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a work-from-home accommodation due to [briefly explain reason, e.g., health concerns, family obligations, etc.].

I believe that working remotely will enhance my productivity and allow me to contribute effectively to our team. I am committed to maintaining my responsibilities and performance standards while working from home.

Thank you for considering my request. I am happy to discuss this matter further at your earliest convenience.

Sincerely,

[Your Name]