

Heartfelt Work-from-Home Request Letter

Subject: Request to Work from Home

Dear [Manager's Name],

I hope this message finds you well. I am writing to request the possibility of working from home [days per week] due to [personal reason]. This change would greatly support my [family, health, or other personal situation].

I am committed to maintaining productivity and can provide regular updates or attend virtual meetings as required.

Thank you sincerely for your understanding and consideration.

Warm regards,

[Your Name]

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