

Professional Email Requesting Remote Work

Subject: Request for Remote Work Approval

Dear [Manager's Name],

I am writing to request permission to work remotely from [Start Date] to [End Date] due to [Reason, e.g., personal commitments, health reasons]. I will remain accessible via email and video calls and ensure timely completion of all tasks.

Your approval would be greatly appreciated.

Best regards,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/sample-letter-asking-requesting-or-seeking-permission>