**[Your Name]**  
[Your Job Title]  
[Department]  
[Company Name]  
[Date]

**To**  
[Manager’s Name]  
[Designation]  
[Company Name]

**Subject: Request to Work Remotely Due to Workplace Safety Concerns**

Dear Mr. Charles,

I am writing to bring to your attention some recent workplace safety concerns that may pose potential risks to employees. Considering the situation, I believe it would be in the best interest of both staff and the organization to minimize exposure to unsafe conditions by working remotely.

Therefore, I kindly request your approval to work from home for the next two weeks, starting from **[Start Date]**, and returning to the office on **[End Date]**. In addition, I would like to request that my team also be allowed to work remotely during this period to ensure everyone’s safety.

Please rest assured that I, along with my team, will remain fully committed to our responsibilities. We will be available through email and phone during working hours and will continue to meet deadlines and deliverables without interruption.

Your support in prioritizing health and safety would be greatly appreciated.

Regards,

[Your Full Name]  
[Job Title]  
[Contact Information]