[Employer’s Name]

[Employer’s Designation]

[Company Name]

[Address]

[Contact Info-optional]

April 15, 20XX

**Subject: Request to work remotely (until September)**

Dear Sir/Madam,

Greetings!

I hope you are receiving this letter in the best of health. Genuinely I feel extremely fortunate to be surrounded by the industry’s deft professionals who have mastered the art of mentorship as well. I have continuously evolved both on a personal and professional level. I always look-up to the ideas of growth and utilizing time smartly and thus regarding this letter, I want to put forth my plan for more productivity in the coming months.

As you know the production issue has toiled all the employees working in branch L from the past one month. I was also in quest of finding an appropriate solution. So, this past Saturday at my leisure I randomly started working on a possible solution because it has been on my mind since its inception. I cannot describe in words the depth and clarity of focus I was able to achieve in my home while working on the solution.

As per my analysis due to distractions in the office and tiredness of the commute we avail, it becomes tedious for many employees to perform according to their full potential. The bugs that we have just encountered demand full concentration and smart performance, and that I was able to achieve while working from home. The task that would usually take up to 4 hours can be done easily in 2 hours with more adept execution. Along with this prime benefit, I would be able to save a few bucks that I spend on traveling and meals while doing an in-house job. It would help me succor my grandmother in heavy medical expenses.

Considering the causes, I request you to grant me work from home eligibility. This would be a favorable situation for both me and the company as the core developers need a comfortable environment to work in. And, for the fact that the benefits outnumber the drawbacks. There will be a seamless connection and continuous reporting of work from home. Also, I will always be able for company meetings in-house if and when required.

Thank you in advance for taking out time to read this letter. I am looking forward to your response.

**Sincerely,**

**[Employee Name]**

**[Designation]**