Request letter for working from home for a stated period

Template from our own collection. Replace every [placeholder] with your details; sample names are fictional. This is not legal or professional advice.

[Date]

To,
[Manager's Name]
[Designation]
[Company Name]

Subject: Request to work from home from [Start Date] to [End Date]

Dear [Manager's Name],

I would like to request permission to work from home from [Start Date] to [End Date] ([Number] working days). The reason is [brief reason, for example, repair work at my home / a family member needs care for this period].

During this time I will continue with my regular tasks, including [Task 1], [Task 2] and [Task 3]. I will be available on [chat tool] and phone during office hours, [Start Time] to [End Time], and will join all team meetings by video.

I have a laptop and a stable internet connection at home, and I will let you know right away if there is any technical issue. I can send a short daily summary of work done if that helps.

If the arrangement does not work well for the team, I am happy to come back to the office earlier. I would be grateful if we can review it after [first week / midpoint].

Thank you for your consideration.

Yours sincerely,

[Your Name]
[Employee ID]