**Email Request to Work From Home**

**Subject Line:** Request to Work Remotely

Dear Emily,

As you know, I have been working some hours from home on an occasional basis. I have found that my productivity has increased, and I am able to focus well on my work activities without the distractions in the office.

Would it be possible for me to work from home regularly, meeting in the office on an as-needed basis? I have really enjoyed working with you and your team, and look forward to our continued collaboration.

Thank you very much for your consideration,

Amy