**Email Request to Work From Home**

**Subject Line:** Request to Work from Home

Dear Sean,

I'm excited about our plans for this year's revamped conference. As you know, pulling off this event will require a lot of planning and writing. We'll need to create an email plan to blast potential attendees, write event page copy, and then develop the agenda and presentations as well.

Leading up to the event, I'd like to work from home two days a week. In previous roles, working from home increased my productivity. Wednesday and Friday would be ideal work from home days, since we don't have any team-wide meetings. Of course, I can be completely flexible and come into the office if we ever do need face-to-face time, and I'll be available by phone and email on work from home days, in case anything comes up.

Eager to hear your thoughts on this plan.

Best,

Carrie