**Request to work from home on a trial basis**

If your company is new to remote work, you can use this example email as a guide:

*Subject line: Request to work from home as a trial*

*Dear Mrs. Consoli,*

*As you know, my desk is in close proximity to several of my colleagues. Through no fault of their own, this can make client communications somewhat challenging. Recently, I've received several complaints from clients saying that they find the background noise distracting during our phone calls.*

*I know that our company has never tried it before, but would it be possible for me to experiment with working remotely on a trial basis? I think that working from my home office would eliminate potential distractions and interruptions, allowing me to improve my focus and productivity. I would, of course, be available through email or phone if you need me.*

*I look forward to hearing your thoughts. Thanks in advance for your time and consideration.*

*Best,*

*Taylor Bush*