**Request to work from home part-time**

Use this example of an email requesting to work remotely a few days a week:

Subject line: Request to work from home part-time

Dear Josh,

As you're already aware, I've been working from home every so often for the past year. The lack of interruptions while working remotely has allowed me to focus and accomplish more. Additionally, the close proximity to my colleagues has often been distracting and disruptive during phone conferences with my clients. I honestly feel that by working from home, I am able to provide my clients with more attention and better service.

Also, without a daily commute, I am more free to work extra hours, and without the need for my employee parking, the company saves on parking costs.

Would it be possible for me to work from home two to three days a week? I truly value my time in the office, but I feel that I could be just as, if not more effective, by working from home part-time. I am, of course, flexible about the days that work best for you and the company's overall needs, and I'd always be available to come into the office when my presence is needed.

Thank you for your time and consideration.

Best,

Curt Santmyer