**Request to work from home regularly**

Here's an example of an email requesting to transition from occasional or part-time to permanent remote work:

Subject line: Request to work from home

Dear Mr. Gonzalez,

As you know, I have already been working remotely several hours each week. During this time, I've found that my focus and productivity have improved without the daily office distractions.

Would it be possible for me to transition to working from home full-time? I would still be available to meet in the office as needed, and you could reach me via phone or email at any point during the workday. It has been an honor to be a part of this team, and I look forward to our future collaboration and successes.

Thank you so much for your time and consideration.

Best,

Rachael Venoy