**Request to work from home temporarily**

Here's an example of a request to work from home due to an important project:

*Subject line: Request to work from home*

*Dear Caroline,*

*We're beginning preparations for this year's marketing conference, and I'm so excited for this event. As you know, this conference requires a lot of time, writing and planning. In the next few months, we need to create marketing materials, write an email newsletter, develop an event page and build the event's agenda.*

*As we approach the event, I'd like to start working from home a few days a week. In some of my previous jobs, I found that working from home improved my focus and productivity. I was thinking that Tuesday and Thursday would be ideal, since we usually don't have any meetings on those days, but I'm flexible and could always come into the office if something came up. During the days when I'm working from home, you could reach me by email or phone.*

*Thank you for your time. I'm eager to hear your thoughts.*

*Best,*

*Tracy Morris*