**Template email asking to work from home**

Dear [supervisor's name],

As you know, [incentive for wanting to work from home]. By working at home, I feel that I could [list of specific benefits of working from home]

Would it be possible for me to begin working from home [frequency of remote work request], while still meeting in the office on an as-needed basis? I value my time in the office with my colleagues, and I look forward to our continued collaboration. I'd still be available by [methods of communication] while working from home. Of course, I am invested in the success of this company and our department, so I'm flexible about the days and frequency that work best for you and the rest of the team.

Thank you for your time and consideration.

Best,

[Your name]