

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Manager's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to discuss the possibility of transitioning to a more flexible work arrangement. Given the evolving nature of our work environment and my current responsibilities, I believe that a flexible schedule could enhance my productivity and overall job satisfaction. Specifically, I would like to propose [outline your proposal, e.g., remote work, adjusted hours, etc.], which I believe would allow me to [mention benefits, e.g., meet deadlines more effectively, manage personal commitments, etc.].

I am committed to maintaining my performance and ensuring that team collaboration remains seamless. I am open to discussing how we can best implement this change to accommodate the team's needs.

Thank you for considering my request. I look forward to your feedback and hope we can find a suitable arrangement that benefits both the company and myself.

Best regards,

[Your Name]  
[Your Job Title]