

[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 formally request a hybrid work arrangement that would allow me to split my time between working from home and being in the office.

Based on my current role and responsibilities, I believe that a hybrid model would enhance my productivity while allowing me to maintain effective communication with the team. I propose the following schedule:

- ****In-office days****: [Specify days]
- ****Remote work days****: [Specify days]

This arrangement not only aligns with my personal circumstances but also supports a better work-life balance, which I believe will positively impact my performance. I am committed to ensuring that all projects and responsibilities are managed effectively regardless of my location.

I appreciate your consideration of my request and am happy to discuss this proposal further at your convenience. Thank you for your time and understanding.

Sincerely,
[Your Name]