

[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],

Subject: Request for Hybrid Work Arrangement

I hope this message finds you well. I am writing to formally request a hybrid work arrangement that would allow me to work both remotely and in the office. I believe this setup would enhance my productivity and contribute positively to our team's goals.

[Briefly explain your reasons for the request and the benefits it would provide, both for you and the company.]

I propose to work [specific days] in the office and [specific days] remotely. I assure you that I will maintain effective communication and collaboration with the team during this arrangement.

Thank you for considering my request. I am looking forward to discussing this further.

Sincerely,

[Your Name]  
[Your Job Title]