

[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 adopting a hybrid working arrangement that allows me to balance my responsibilities more effectively while maintaining my contributions to the team.

Given the evolving nature of our work environment and the successful transition to remote work during the past months, I believe a hybrid model could enhance productivity and job satisfaction. I propose a schedule that includes working [insert proposed days in the office] and [insert proposed days working remotely].

This arrangement would enable me to [mention specific benefits, e.g., focus on tasks that require deep concentration at home, collaborate effectively with the team in person, etc.]. I am confident that this will lead to improved performance and better outcomes for our projects.

I am open to discussing this further and hearing your thoughts on how we can make this work effectively for the team and the company. Thank you for considering my request.

Best regards,

[Your Name]  
[Your Job Title]