

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

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the possibility of establishing a hybrid work arrangement that I believe would benefit both my productivity and the team's overall performance.

[Explain your current work situation and why you believe a hybrid model would be advantageous. Include specific examples of how it could enhance your work and the team's dynamics.]

I am confident that this arrangement would not only help me maintain a work-life balance but also ensure that I continue to contribute effectively to our team goals. I am open to discussing this further and exploring ways to implement a hybrid model that aligns with our company's objectives.

Thank you for considering my request. I look forward to your feedback.

Best regards,

[Your Name]

[Your Job Title]