

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a flexible working arrangement to support my [reasons such as family commitments, health reasons, etc.].

I propose the following changes to my current working schedule:

- Current Schedule: [Insert Current Working Hours]
- Proposed Schedule: [Insert Proposed Working Hours]

I believe this arrangement will enable me to maintain my productivity while also fulfilling my personal commitments. I am committed to ensuring that my responsibilities are met and would be happy to discuss how we can make this work.

Thank you for considering my request. I look forward to discussing this with you further.

Best regards,

[Your Name]
[Your Position]
[Employee ID (if applicable)]