

[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 am writing to formally request a flexible working arrangement. I am seeking [specific type of flexible working, e.g., remote work, adjusted hours, part-time schedule, etc.] due to [brief reason for the request, e.g., personal circumstances, health reasons, childcare, etc.].

I believe that this arrangement will not only support my needs but will also enable me to maintain or even enhance my productivity and contributions to the team.

I am proposing the following schedule:

[Outline proposed schedule or arrangement]

I am open to discussing this request further and am willing to explore alternative solutions that might work for both of us. Thank you for considering my request.

Sincerely,

[Your Name]