

[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 propose a flexible working hours arrangement that I believe will enhance my productivity and further contribute to our team's success.

Currently, my working hours are [current working hours], and I would like to propose a shift to [proposed working hours]. This change would allow me to [briefly explain how this change will improve your work, e.g., better work-life balance, enhanced focus, etc.].

I am confident that this adjustment will not only benefit me but also align with our team's objectives by [mention any team or project-related benefits]. I am open to discussing this proposal further and exploring any adjustments that may be necessary to accommodate team dynamics.

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

Best regards,

[Your Name]
[Your Job Title]