

[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 formally request a modification to my current work hours to adopt a more flexible schedule. Currently, I am working from [current work hours] and I would like to propose [desired work hours or flexible arrangement]. I believe that this change will allow me to maintain productivity while also improving my work-life balance.

I am confident that I can continue to meet my responsibilities and deliver results effectively under a flexible work schedule. I am more than willing to discuss how this arrangement can be beneficial for both the team and the company.

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

Sincerely,

[Your Name]
[Your Job Title]
[Your Department]