

[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 flexible working arrangement due to [brief reason for the request, e.g., personal responsibilities, work-life balance, etc.].

I would like to propose the following flexible working options:

- [Option 1: e.g., remote work, adjusted hours, etc.]
- [Option 2: e.g., a compressed workweek, part-time hours, etc.]

I believe that implementing this arrangement will allow me to maintain my productivity and continue to contribute effectively to the team. I am committed to ensuring that all responsibilities are met and that team collaboration remains seamless.

I am happy to discuss this further at your convenience and explore how we can make this work for both the team and myself. Thank you for considering my request.

Sincerely,
[Your Name]
[Your Job Title]