

[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],

Subject: Request for Flexible Working Arrangement

I am writing to formally request a flexible working arrangement under [Company Policy/Employment Rights Act, etc.].

1. **\*\*Current Work Schedule\*\***: [Briefly describe your current work schedule and responsibilities.]
2. **\*\*Proposed Changes\*\***: [Outline the changes you are proposing, including new hours or location, and the rationale behind your request.]
3. **\*\*Impact on Work\*\***: [Explain how this flexible arrangement will not affect your productivity or the team's output.]
4. **\*\*Trial Period\*\***: [If applicable, suggest a trial period for this arrangement and how you will evaluate its effectiveness.]

I believe that this arrangement will allow me to continue to contribute to the company effectively while balancing my personal commitments.

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

Sincerely,

[Your Name]