

[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 the company's flexible working policy.

****Proposed Arrangement:****

- Desired working hours: [e.g., 10 AM to 4 PM, Monday to Friday]
- Proposed start date: [mm/dd/yyyy]
- Duration of the arrangement: [e.g., Permanent, Temporary until mm/dd/yyyy]

****Reason for Request:****

[Briefly explain the reason for your request, e.g., work-life balance, childcare responsibilities, health reasons, etc.]

I believe that this arrangement will allow me to maintain productivity while also accommodating my personal circumstances. I am committed to ensuring that my responsibilities are met and will remain available for any team meetings or collaboration as needed.

Thank you for considering my request. I am happy to discuss this matter further at your convenience.

Sincerely,

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