

[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 am writing to formally request a flexible working arrangement. After careful consideration, I believe that altering my working hours would greatly enhance my productivity while allowing me to better manage my personal commitments.

I propose the following changes to my current working schedule:

- [Specify the desired flexible working arrangement, e.g., reduced hours, remote work days, adjusted start/finish times].
- [Outline how this arrangement will benefit both you and the company].

I am confident that this change will not only support my well-being but will also enable me to contribute effectively to our team. I appreciate your consideration of my request and look forward to discussing this matter with you.

Thank you for your attention to this request.

Sincerely,

[Your Name]
[Your Job Title]