

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a flexible work arrangement due to [briefly explain reason, e.g., personal circumstances, health issues, family commitments].

I am suggesting [specific flexible work arrangement, e.g., remote work, adjusted hours, part-time hours] starting from [proposed start date]. I believe this adjustment will help me maintain productivity while balancing my responsibilities more effectively.

I am committed to ensuring that my work continues to meet the company's standards and objectives during this period. I am open to discussing any adjustments to ensure a smooth transition and continued collaboration with the team.

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

Sincerely,

[Your Name]
[Your Job Title]