

[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 work arrangement that I believe will enhance my productivity and work-life balance.

I would like to propose [specific details of your flexible work request, e.g., remote work, adjusted hours, part-time schedule, etc.]. I believe this arrangement will allow me to [explain how it benefits both you and the company, e.g., improve focus, achieve better performance, manage personal commitments, etc.].

I am committed to maintaining clear communication and meeting all deadlines and responsibilities. I am open to discussing how we can implement this arrangement effectively.

Thank you for considering my request. I look forward to your feedback.

Sincerely,

[Your Name]  
[Your Position]