

[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],

Subject: Request for Flexible Working Arrangement

I am writing to formally request a flexible working arrangement. I would like to propose [specific flexible work option, e.g., remote work, part-time hours, adjusted schedule] starting from [proposed start date].

The reason for this request is [briefly explain reason, e.g., personal circumstances, health reasons, etc.]. I believe that this arrangement will allow me to maintain my productivity and continue to contribute effectively to the team.

I am happy to discuss this request further and explore how we can make this arrangement work for both of us. I am flexible with the terms and open to suggestions that would meet the team's needs.

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

Sincerely,

[Your Name]
[Your Job Title]
[Your Employee ID (if applicable)]