

[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 express my interest in adjusting my work schedule to flexible working hours. I believe that this change could benefit both my productivity and overall job satisfaction, while also aligning with the company's goals.

I would like to propose the following flexible schedule: [briefly outline your proposed hours and any specific needs, such as remote work options or compressed workweeks].

I am confident that with this arrangement, I can continue to meet my responsibilities and contribute to the team effectively. I would be happy to discuss this further and explore how we can make this work for both of us.

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

Sincerely,

[Your Name]
[Your Position]