

[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 based on [briefly state reason, e.g., personal circumstances, health reasons, etc.]. I believe that this change will not only support my well-being but also enhance my productivity and contribution to the team.

I would like to propose the following flexible working arrangement:

- [Specify the type of flexibility, e.g., remote work, adjusted hours, part-time, etc.]
- [Mention the proposed schedule or work pattern, e.g., 9 AM to 3 PM, three days per week, etc.]

I am confident that this arrangement will allow me to continue meeting my responsibilities effectively. I am happy to discuss this further and make adjustments where necessary to ensure a mutually beneficial outcome.

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

Sincerely,

[Your Name]
[Your Job Title]