

[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 schedule due to [brief reason, e.g., personal commitments, health reasons, etc.].

I believe that adjusting my hours to [proposed schedule, e.g., working from home on certain days, adjusting start and end times, etc.] would allow me to maintain productivity while managing my responsibilities effectively. I am committed to ensuring that my work continues to meet the expectations of our team and the organization.

I am happy to discuss this proposal further and explore how we can implement a flexible schedule that works for both me and the team. Thank you for considering my request.

Best regards,

[Your Name]
[Your Job Title]
[Your Department]