

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a flexible working arrangement.

Due to [brief explanation of reason, e.g., personal commitments, health issues, family responsibilities], I believe that a flexible schedule would greatly enhance my ability to contribute effectively to our team while managing my obligations.

I would like to propose [specific flexible arrangement you are requesting, e.g., remote working, adjusted hours, part-time work]. I am confident that this arrangement will not affect my productivity and will allow me to maintain a high level of performance.

I am open to discussing this in more detail and am happy to explore various options that may suit both my needs and the team's goals.

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

Best regards,

[Your Name]
[Your Job Title]