

[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 work arrangement that I believe will enhance my productivity and contribute positively to our team's objectives.

Specifically, I am seeking to [briefly describe the flexible arrangement you are requesting, e.g., work remotely two days a week, adjust my work hours, etc.]. I believe this change will allow me to [explain how this arrangement will benefit your work performance and the team, e.g., better focus, manage work-life balance, etc.].

I am committed to maintaining clear communication and ensuring that my responsibilities are met. I am happy to discuss how this arrangement can be implemented without disrupting team dynamics.

Thank you for considering my request. I look forward to your feedback and hope to discuss this with you at your earliest convenience.

Warm regards,

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