

[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 working arrangement due to [briefly explain reason, e.g., personal circumstances, childcare needs, etc.]. I believe that this change would enable me to maintain my productivity while better managing my responsibilities.

I would like to propose [specific flexible working options, e.g., working from home, adjusted hours, a compressed workweek, etc.], beginning on [desired start date]. I am confident that this arrangement will not impact my performance and will continue to meet the expectations of my role.

I am open to discussing this request further and am willing to consider any alternative suggestions you might have. Thank you for your understanding and support. I look forward to your response.

Best regards,

[Your Name]
[Your Job Title]