

[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 [briefly explain your reason, e.g., personal commitments, health reasons, etc.].

I believe that a flexible schedule would enable me to maintain my productivity while managing my responsibilities effectively. I am proposing [insert your proposed schedule, e.g., working from home on certain days, altering work hours, etc.], which I believe would be beneficial for both my work and the team's overall objectives.

Thank you for considering my request. I am available to discuss this in more detail at your convenience and am open to any suggestions you may have.

Sincerely,

[Your Name]