

[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 flexibility in my work schedule to accommodate remote work.

Given [specific reason - e.g. family commitments, personal health, etc.], I believe that having the ability to work remotely on a flexible basis will not only help me manage my responsibilities effectively but also allow me to maintain my productivity and contributions to the team.

I propose the following flexible work arrangement: [details of the proposed arrangement, e.g., specific days to work remotely, hours of availability, etc.]. I am confident that this change will not disrupt my work or our team's goals.

Thank you for considering my request. I would be happy to discuss this further and address any concerns you may have.

Sincerely,

[Your Name]