

[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 am writing to formally request flexible work hours due to [brief reason for the request, e.g., personal circumstances, childcare, etc.]. I believe that with this adjustment, I will be able to maintain my productivity while effectively managing my commitments.

Specifically, I would like to propose [outline your proposed schedule, e.g., working from 9 AM to 4 PM instead of 8 AM to 5 PM, or working from home on certain days]. I am confident that this change would not impact my ability to meet deadlines or contribute to our team's objectives.

I am more than happy to discuss this further and explore solutions that work for both the team and myself. Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

[Your Name]