

Subject: Request for Remote Work Schedule Flexibility

Dear [Manager's Name],

I hope this message finds you well. I am writing to discuss the possibility of adjusting my remote work schedule to better support my work-life balance.

As you know, I am fully committed to my responsibilities and ensuring that our team meets its goals. However, I believe that a more flexible schedule could enhance my productivity and overall well-being. Specifically, I would like to propose [insert specific schedule changes, e.g., starting earlier, taking longer breaks, etc.].

I am confident that this arrangement will allow me to maintain my current level of performance while also attending to personal obligations more effectively.

Thank you for considering my request. I am happy to discuss this further at your convenience.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]