

Subject: Inquiry Regarding Flexible Work Location

Dear [Manager's Name],

I hope this message finds you well. I am writing to inquire about the possibility of adopting a more flexible work location arrangement.

Given my current responsibilities and performance, I believe that working remotely or from a different location could enhance my productivity and work-life balance.

I would appreciate the opportunity to discuss this further and explore potential options that would benefit both the team and myself.

Thank you for considering my request. I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]