

# Request for Adaptable Working Hours

[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 adaptable working hours due to [briefly explain your reason, e.g., personal circumstances, health issues, etc.]. I believe that a flexible schedule would allow me to maintain my productivity and contribute effectively to the team.

I propose the following adaptable hours: [suggest specific hours or a flexible schedule]. I am confident that this adjustment will enable me to align my work responsibilities with my personal needs while continuing to meet or exceed performance expectations.

I truly appreciate your consideration of my request and am happy to discuss this further at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Name]