

[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 flexible work hours during my upcoming time off. Due to [brief reason for the request, e.g., personal commitments, health reasons], I believe that a flexible schedule will allow me to maintain my productivity while meeting my personal obligations.

I propose the following schedule: [insert proposed flexible hours, e.g., working from home, adjusting start and end times]. I am confident that I can fulfill my responsibilities efficiently while accommodating these changes.

I appreciate your consideration of my request and am open to discussing this further at your convenience. Thank you for your understanding and support.

Sincerely,

[Your Name]