

Job Application - Negotiating Holiday Work Arrangements

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised [where you found the job listing]. I am very excited about the opportunity to contribute to your team.

As we approach the holiday season, I would like to discuss the possibility of negotiating work arrangements during this period. I believe that flexibility in scheduling could not only help me maintain a work-life balance but also enhance my productivity and commitment to the team.

I am keen to discuss options such as adjusting my hours or working remotely if feasible. I am confident that we can come to an arrangement that meets both the company's needs and my personal commitments.

Thank you for considering my application. I look forward to the possibility of discussing this further and am excited about the chance to work with [Company's Name].

Sincerely,

[Your Name]