

# Subject: Request for Part-Time Arrangement

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my strong interest in the [Job Title] position at [Company's Name] as advertised on [Where You Found the Job Posting]. I am enthusiastic about the opportunity to contribute to your team, and I am particularly drawn to your commitment to [specific company value or goal].

While I am excited about the possibility of joining [Company's Name], I would like to discuss the potential for a part-time arrangement due to [briefly explain reason, e.g., personal commitments, work-life balance]. I believe that a flexible schedule could enable me to contribute effectively while managing my responsibilities.

With my background in [Your Field/Skill Set], I am confident that I can deliver quality work and achieve the goals set for this role. I am more than willing to adapt my hours to align with your team's needs and ensure seamless collaboration.

I would greatly appreciate the opportunity to discuss this matter further. Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]