

Inquiry Regarding Flexible Scheduling

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the possibility of flexible scheduling for my current role as [Your Position] at [Company Name]. Due to [reason for the request, e.g., personal commitments, health issues], I believe that a flexible schedule could greatly enhance my productivity and work-life balance.

I would appreciate the opportunity to discuss this matter further and explore potential options that would work for both the organization and myself. I am open to suggestions and willing to accommodate any necessary adjustments to ensure the workflow remains uninterrupted.

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

Best regards,
[Your Name]
[Your Contact Information]