

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

Subject: Request for Remote Work Flexibility

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request the opportunity to work remotely on a flexible basis. Given the demands of my current workload and my desire to maintain a productive work-life balance, I believe this arrangement would benefit both myself and the team.

Specifically, I would like to propose the following schedule: [insert proposed days/hours]. I am confident that I can maintain productivity and effectively collaborate with the team during this time.

Thank you for considering my request. I am looking forward to discussing this matter further and am happy to meet at your convenience to talk through any details or concerns you may have.

Sincerely,

Your Name