

Flexible Attendance Arrangement Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request flexible attendance arrangements due to [briefly explain your reason, e.g., health issues, family obligations, etc.].

Given my current situation, I believe that a flexible attendance arrangement would allow me to continue to participate effectively while managing my responsibilities. I am proposing the following adjustments:

- [Detail 1: e.g., Remote attendance on specific days]
- [Detail 2: e.g., Adjusted hours for attendance]
- [Detail 3: e.g., Alternative deadlines for assignments]

I understand the importance of maintaining the integrity of the program and assure you that I am committed to fulfilling my responsibilities. I am open to discussing this further and would appreciate any considerations you can provide.

Thank you for your understanding and support. I look forward to your response.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]

[Your Contact Information]