

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Appeal for Adjustable Working Hours

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an adjustment to my working hours in order to enhance my productivity and overall performance within my role at [Company's Name].

Over the past few months, I have conducted a personal review of my work patterns and productivity during standard working hours. I have observed that I am most productive during [specify time periods], and I believe that a flexible schedule would allow me to leverage these peak productivity times more effectively.

By implementing adjustable working hours, I am confident that I can contribute even more significantly to our team's goals and the company's success. I am committed to ensuring that my responsibilities and deliverables are met with the highest quality and efficiency, regardless of the hours worked.

I would be grateful for the opportunity to discuss this proposal further and explore how we can implement this arrangement for mutual benefit. Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]