

[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]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally inquire about the possibility of modifying my working hours to better achieve a work-life balance. I believe that with a flexible schedule, I would be able to enhance my productivity and overall job satisfaction.

I would appreciate the opportunity to discuss potential arrangements that would work for both myself and the team. Thank you for considering my request. I look forward to your response.

Sincerely,  
[Your Name]