

[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: Proposal for Flexible Work Arrangements

Dear [Manager's Name],

I hope this message finds you well. I am writing to propose a flexible work arrangement that I believe would benefit both my family needs and my productivity at [Company's Name].

As you may know, my family currently requires some adjustments to our schedule due to [briefly explain family situation, e.g., caring for children, elderly family member, etc.]. To better accommodate these needs while continuing to contribute effectively to my role, I would like to suggest [specific flexible work arrangement, e.g., remote work days, adjusted hours].

Based on my assessment, I believe that this change could enhance my performance and ensure that I remain focused and productive, ultimately benefiting the team.

I am open to discussing this proposal further and exploring ways to make this arrangement work effectively for both of us. Thank you for considering my request.

Sincerely,

[Your Name]