

Request for Flexible Work Schedule

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Manager's Name

Company's Name

Company Address

City, State, Zip Code

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a flexible work schedule due to personal commitments that require my attention.

As you know, I have been committed to my role as [Your Job Title] and am dedicated to contributing to our team's success. However, I believe that a flexible work schedule will allow me to manage my responsibilities more effectively while maintaining my productivity at work.

I would greatly appreciate the opportunity to discuss this request further and explore potential arrangements that would align with both my personal needs and the team's objectives.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

[Your Name]