

Request for Flexible Scheduling Accommodation

Date: [Insert Date]

To: [Manager's Name]

[Company/Organization Name]

[Company Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an accommodation for flexible scheduling due to [briefly explain the reason, e.g., personal circumstances, health issues, childcare responsibilities, etc.].

I believe that adjusting my schedule to [propose specific changes or options, e.g., working from home, adjusted hours, etc.] would greatly enhance my productivity and allow me to contribute more effectively to our team.

I am committed to maintaining my performance and will ensure that all responsibilities are met. I would be happy to discuss this matter further and explore possible arrangements that would be beneficial for both the team and myself.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]