

[Your Name]
[Your Job Title]
[Date]

[Manager's Name]
[Company Name]

Subject: Request for Flexible Working Hours

Dear [Manager's Name],

I am writing to formally request a change to my current working hours. I would like to propose a flexible working arrangement to help me balance my professional responsibilities with my personal commitments.

Currently, my working hours are [Current Hours]. I am requesting to change my schedule to [Proposed Hours/Pattern, e.g., 8:00 AM to 4:00 PM or working from home on Fridays].

I believe this change will allow me to maintain a high level of productivity and ensure that I continue to meet all my deadlines and performance goals. To minimize any impact on the team, I suggest that we [mention how communication or coverage will be handled].

I am happy to discuss this proposal further and am open to a trial period to ensure this arrangement works for both myself and the company.

Thank you for considering my request.

Sincerely,

[Your Signature]
[Your Printed Name]