

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]

Dear [Recipient Name],

I am writing to follow up on our recent discussion regarding my current commute and the impact of increasing traffic congestion on my daily schedule. As we discussed, the travel time to the office has significantly increased, which is beginning to affect my overall productivity and work-life balance.

I value my position at [Company Name] and remain fully committed to my responsibilities. However, due to the unpredictable nature of the traffic on [Name of Road/Highway], I would like to formally propose a discussion regarding potential adjustments to my current working arrangement.

I am interested in exploring options such as:

- Flexible start and end times to avoid peak traffic hours.
- A hybrid schedule allowing for remote work on specific days.
- Compressed work weeks.

I am confident that such an arrangement would allow me to maintain my high standard of performance while reducing the time lost to commuting. I have outlined a proposed schedule that ensures full coverage of my duties and am happy to share this with you.

Thank you for your time and for considering this request. I look forward to discussing how we can reach a solution that works for both the team and my professional well-being.

Sincerely,

[Your Signature]

[Your Printed Name]