

Casual Email Request for Flexible Hours

Subject: Flexible Hours Request

Hi [Manager's Name],

I hope you're doing well. I wanted to ask if it's possible to adjust my working hours to [specific hours] due to [reason]. I believe this will help me manage my workload and personal commitments better.

I am happy to discuss how we can make this work smoothly without affecting the team's operations.

Thanks for considering,

[Your Name]

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