Informal Quick Flexible Working Request Message

Subject: Flexible Working Request

Hi [Manager's Name],

I wanted to check if it's possible to adjust my working hours to [specific arrangement] starting [date]. This would help me [reason, e.g., manage family responsibilities] while continuing to meet work goals.

Let me know if we can discuss this further.

Thanks,

[Your Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/flexible-working-request-letter