

# Flexible Hours Request Letter

**Date:**

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**To:**

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**Subject:**

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I am writing to formally request flexible working hours. I believe this adjustment will allow me to maintain or improve productivity while also accommodating my personal circumstances. I am committed to ensuring that my work is completed efficiently and effectively under the proposed new schedule.

**Proposed Flexible Hours:**

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I am happy to discuss this further and make any necessary arrangements to ensure a smooth transition. Thank you for considering my request.

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