# Flexible working request letter template

[Today's date]

Dear [name of your employer / HR manager / line manager],

I am writing to make a statutory flexible working request.

[Use either A or B]

[A] I have not made any previous statutory flexible working requests.

[B] I have previously made [a statutory flexible working request / statutory flexible working requests] on [give dates].

My current working pattern is [give details, for example the days, hours, times and place you work].

I would like to [give details of the change you would like to make to your working pattern. For example:

* reduce my hours from 35 to 30 per week
* work from home 2 days per week
* start at 7:30am and finish at 3:30pm, instead of working from 9am to 5pm]

I would like this change to start from [date].

[Optional] The reason I want this change is [give details].

I look forward to your reply.

Yours sincerely,

[Your name]