

Subject: Request for Alternate Work Hours

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a change in my work hours due to [reason for request, e.g., personal commitments, health issues, etc.].

Currently, my work hours are from [current hours], and I am proposing that my new schedule be [proposed hours]. I believe this change will allow me to maintain my productivity while managing my personal obligations more effectively.

I appreciate your consideration of my request and am open to discussing this matter further at your convenience. Thank you for your understanding and support.

Sincerely,
[Your Name]
[Your Job Title]
[Your Contact Information]