

# Letter of Demand for Modified Work Schedule

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Manager's Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a modification of my current work schedule. Due to [briefly explain reason, e.g., personal commitments, health issues], I believe that a new schedule would enable me to maintain my productivity and well-being.

I propose the following modified work schedule: [provide specific details regarding the desired schedule, such as days of the week, hours, and any flexibility options]. I am committed to ensuring that my responsibilities and contributions to the team remain unaffected during this period.

I appreciate your consideration of my request, and I am more than willing to discuss this matter at your earliest convenience. Thank you for your understanding and support.

Sincerely,  
[Your Name]