

[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 change to my current work hours. Due to [brief explanation of the reason, e.g., personal circumstances, family obligations, etc.], I would like to propose adjusting my hours to [new proposed hours] starting from [proposed start date].

I believe this change will not only help me manage my responsibilities more effectively but also allow me to maintain my productivity and commitment to the team.

I appreciate your consideration of my request and look forward to discussing this matter at your earliest convenience. Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]