

Dear [Manager's Name],

I hope this message finds you well. I am writing to inquire about the possibility of adjusting my current work shifts. Due to [brief reason for the request, e.g., personal commitments or health reasons], I believe that a change in my schedule could enhance my productivity and overall well-being.

If possible, I would like to discuss options for shifting my hours or days of work. I am open to suggestions and willing to find a solution that works for both the team and myself.

Thank you for considering my request. I look forward to your response.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]