

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally inquire about the possibility of adjusting my current part-time schedule. Due to [brief explanation of reason, e.g., personal commitments, academic responsibilities], I believe a revision to my working hours may be beneficial.

Currently, my schedule is as follows:

- [Current Day and Time]
- [Current Day and Time]
- [Current Day and Time]

I would like to propose the following adjustments:

- [Proposed Day and Time]
- [Proposed Day and Time]
- [Proposed Day and Time]

I appreciate your consideration of this request and am happy to discuss any potential alternatives if needed. Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]