

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

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

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an adjustment to my holiday work schedule due to [briefly explain reason, e.g., "a family commitment" or "a personal obligation"].

I would appreciate the opportunity to discuss the possibility of [suggest your preferred schedule, e.g., "shifting my days off to December 24th and December 31st"] instead of my current schedule. I believe this change will allow me to maintain my responsibilities while also fulfilling personal obligations.

Thank you for considering my request. I am open to discussing this matter at your earliest convenience and appreciate your understanding.

Sincerely,
[Your Name]