

Request for Adaptive Work Hours

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally appeal for adaptive work hours due to [briefly explain your reason, e.g., personal health issues, caregiving responsibilities, etc.]. I believe that adjusting my hours will enable me to maintain my productivity while attending to my current circumstances.

Specifically, I am requesting to [propose your desired work schedule, e.g., start work at 10 AM instead of 9 AM]. I am confident that this change will not only support my needs but will also enhance my contributions to the team.

I appreciate your understanding and consideration of my request. I am open to discussing this further and exploring possible arrangements that can work for both parties.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]