

Subject: Appeal for Altered Shift Timings

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a reconsideration of my current shift timings. Due to [brief explanation of the reason, e.g., personal commitments, health issues, etc.], I find it increasingly challenging to maintain my productivity during my assigned hours.

Specifically, I would like to propose a change to [desired shift timings] instead of my current schedule. I believe this alteration will allow me to better meet my responsibilities both at work and at home.

I appreciate your understanding and consideration of my request. I am more than willing to discuss this matter further at your earliest convenience.

Thank you for considering my appeal.

Sincerely,
[Your Name]
[Your Job Title]
[Your Contact Information]