

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the possibility of a schedule reassignment due to [briefly explain reason, e.g., "personal commitments" or "scheduling conflicts"]. I would greatly appreciate your guidance on how to proceed with this request.

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

Sincerely,
[Your Name]