

Request for Work Schedule Modification

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Subject: Request for Work Schedule Modification

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request a modification to my current work schedule due to [briefly explain the reason, e.g., personal circumstances, health issues, family commitments].

I would greatly appreciate the opportunity to adjust my hours to [propose the new schedule or hours you are requesting], starting from [insert start date]. I believe this change will allow me to maintain my productivity and effectively contribute to our team's goals.

Thank you for considering my request. I am happy to discuss this matter further at your convenience and am open to any suggestions you may have. I look forward to your understanding and support.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]