

Request for Additional Work Hours

Date: [Insert Date]

To: [Supervisor's Name]

[Company Name]

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request additional work hours due to [reason for request, e.g., increased workload, project deadlines, etc.].

My current schedule allows for [mention your availability], and I believe that by extending my hours, I can contribute more effectively to the team and ensure that all tasks are completed on time.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]