

Your Name  
Your Address  
City, State, ZIP Code  
Email Address  
Phone Number  
Date

Manager's Name  
Company Name  
Company Address  
City, State, ZIP Code

Dear [Manager's Name],

I am writing to formally request a change in my employment conditions. Due to [briefly explain the reason--e.g., personal circumstances, health issues, workload], I believe that adjustments can significantly enhance my productivity and overall job satisfaction.

Specifically, I am requesting [detail the specific changes you are seeking, such as flexible hours, remote work, change in workload, etc.]. I believe this change will not only benefit me but also the team and company as a whole.

I am open to discussing this request further and finding a solution that works for both parties. Thank you for considering my request. I look forward to your positive response.

Sincerely,  
Your Name