

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

[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an amendment to my current work schedule due to [briefly explain the reason, e.g., personal commitments, health reasons, etc.].

I would like to propose the following adjustments to my schedule: [list the proposed changes clearly, including specific days or times]. I believe this change will enable me to maintain my productivity and fulfill my responsibilities effectively.

I appreciate your understanding and consideration of my request. Please let me know if we can discuss this further or if there is any additional information you need from my side.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Job Title]