

# Inquiry Regarding Reduced Work Schedule Options

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to inquire about the options available for a reduced work schedule within our department. Due to [brief explanation of reasons, e.g., personal circumstances, health issues, etc.], I believe that a modified schedule would greatly enhance my productivity and well-being.

I would appreciate any information about potential policies or procedures regarding reduced work hours, as well as any forms or considerations I should be aware of when submitting my request.

Thank you for considering my inquiry. I look forward to your guidance on this matter.

Sincerely,

[Your Name]

[Your Job Title]