

[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 adjustment to my part-time work hours. Due to [briefly explain reason, e.g., personal circumstances, educational commitments, etc.], I would like to adjust my schedule from [current days and hours] to [requested days and hours].

I believe that this change would allow me to maintain my productivity while also accommodating my needs. I am committed to ensuring that my responsibilities are met without disruption to the team.

Thank you for considering my request. I am looking forward to discussing this matter with you and hope to find a suitable arrangement.

Sincerely,

[Your Name]