

Dear [Manager's Name],

I hope this message finds you well. I am writing to request a meeting to review my current work hours. I believe a discussion would be beneficial to align our expectations and ensure I am effectively contributing to the team.

Please let me know your availability for this meeting. I appreciate your attention to this matter and look forward to your response.

Thank you for your time.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]