

Holiday Commuting Schedule Adjustment

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Your Name]

Subject: Adjustment to Holiday Commuting Schedule

Dear [Recipient's Name],

I hope this message finds you well. As the holiday season approaches, I wanted to discuss potential adjustments to my commuting schedule to accommodate the increased travel and festivities.

Specifically, I would like to propose the following adjustments:

- Change my start time to [Insert New Start Time] from [Insert Old Start Time] on [Insert Dates].
- Adjust my commuting days to include [Insert New Days] instead of [Insert Old Days].

I believe these changes will allow for a smoother transition during the holiday season while maintaining productivity. Please let me know if we can discuss this further.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]