

Subject: Request for a Favor

Dear [Employee's Name],

I hope this message finds you well. I am reaching out to ask for your help with [specific task or favor].

As you know, I am currently [briefly explain your situation], and I believe that your expertise in [mention relevant area] would be invaluable.

If you could assist me with this, I would greatly appreciate it. I am happy to work around your schedule and can provide any necessary resources to make it easier for you.

Thank you very much for considering my request. Please let me know if you are available to help.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]