

# Inquiry for Modified Work Timetable

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 inquire about the possibility of arranging a modified work timetable due to [briefly explain reason, e.g., personal circumstances, health issues, etc.].

Having considered the impact of my current schedule, I believe that a modified work timetable would allow me to maintain my productivity while managing my situation more effectively. I am proposing the following adjustments: [briefly outline your proposed timetable changes].

I am more than willing to discuss this matter further at your convenience and am open to any suggestions or alternatives you may have. Thank you for considering my request. I look forward to your response.

Best regards,

[Your Name]

[Your Job Title]