

Subject: Request for Personalized Work Rhythm

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a modification to my current work rhythm to better accommodate my productivity and personal well-being.

Over the past few months, I have come to realize that a more personalized work schedule would significantly enhance my efficiency and work-life balance. I believe that adjusting my hours or allowing for flexible work arrangements could lead to improved performance and satisfaction.

I am committed to meeting my responsibilities and deadlines, and I am confident that this change will enable me to contribute even more effectively to our team's goals.

Thank you for considering my request. I am open to discussing this further at your convenience and appreciate any support you can provide in this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]