

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Department]

[Manager's Name]
[Manager's Position]
[Company Name]

Dear [Manager's Name],

I hope this message finds you well. I am writing to express some concerns regarding my current workload. Over the past few weeks, I have noticed an increase in my responsibilities, which has made it challenging to maintain the quality of my work.

Specifically, I have been managing [briefly describe tasks or projects] alongside my regular duties. While I am fully committed to our team's success, I believe that the current workload may impact our goals and the overall productivity of the team.

I would appreciate the opportunity to discuss this matter further and explore potential solutions, whether it be through reallocating tasks or adjusting deadlines.

Thank you for your attention to this matter. I look forward to your understanding and support.

Best regards,
[Your Name]