

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Title]

[Insert Company/Organization Name]

[Insert Address]

Dear [Insert Recipient Name],

I hope this message finds you well. I am writing to formally request a workload assessment for my current role as [Insert Your Position] within [Insert Department/Team]. Given the evolving demands and responsibilities that have arisen in recent months, I believe this assessment will help ensure that our work aligns with the team's objectives and is manageable.

Specifically, I would appreciate a review of my current tasks and responsibilities, as well as the resources available to me. This would provide insights that could enhance our efficiency and productivity.

Please let me know a suitable time for us to discuss this matter further. Thank you for considering my request, and I look forward to your positive response.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]