

Request for Support Due to Heavy Workload

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Support Due to Heavy Workload

Dear [Manager's Name],

I hope this message finds you well. I am writing to discuss my current workload, which has significantly increased over the past few weeks. Although I strive to maintain high standards in my work, I am finding it increasingly challenging to meet deadlines without compromising on quality.

In light of this, I would like to request additional support to help manage these responsibilities. Whether it be temporary assistance or redistributing some tasks within our team, I believe it would greatly enhance our productivity and ensure that we continue to meet our objectives effectively.

Thank you for considering my request. I appreciate your support and understanding in this matter. I am looking forward to discussing this with you further.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]