

# Request for Schedule Adjustment

Subject: Request for Casual Work Schedule Adjustment

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to request an adjustment to my casual work schedule for the upcoming [week/month]. Due to [a brief explanation of the reason, e.g., personal commitments, school, etc.], I would greatly appreciate your consideration of this request.

Specifically, I would like to propose the following changes:

- Current Schedule: [Current schedule details]
- Proposed Schedule: [Proposed schedule details]

I believe that this adjustment will allow me to continue performing my duties effectively without compromising my responsibilities. I am more than willing to discuss this further and find a solution that works for both of us.

Thank you for considering my request. I look forward to your understanding and support.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]