

Emergency Work Schedule Alteration Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Alteration of Work Schedule

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a temporary alteration to my current work schedule due to an unexpected emergency situation that has arisen.

Due to [briefly describe the emergency situation], I will need to adjust my work hours from [original schedule] to [proposed schedule]. I believe that with this adjustment, I will be able to fulfill my responsibilities and maintain productivity during this challenging time.

I appreciate your understanding and support regarding this matter. Please let me know if you require any additional information or if there are any forms I should complete to facilitate this request.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]