

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a permanent change to my work schedule. Due to [briefly explain your reason, e.g., personal commitments, health reasons, etc.], I believe that a revised schedule would enhance my productivity and overall job satisfaction.

I would like to propose a change to [specific details of the schedule change, e.g., shifting my hours from 9 AM to 5 PM to 10 AM to 6 PM], starting from [proposed start date]. I have considered the potential impact on the team and I am committed to ensuring a smooth transition.

I appreciate your consideration of my request and I am open to discussing this further if you have any questions. Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]