

Remote Work Schedule Adjustment Request

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an adjustment to my remote work schedule. Due to [brief reason for request, e.g., personal commitments, family obligations, etc.], I believe that a modified schedule would allow me to maintain productivity while effectively balancing my responsibilities.

I propose the following adjustments to my schedule:

- [Proposed change, e.g., change of hours, specific days off, etc.]
- [Additional proposed change, if necessary]

I believe that this adjustment will not only help me but also contribute positively to our team's overall performance. I am committed to ensuring that all my responsibilities are met without disruption.

Thank you very much for considering my request. I am happy to discuss this further and explore potential solutions that work for both of us.

Sincerely,
[Your Name]