

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally request a temporary modification to my work schedule due to [briefly explain reason, e.g., personal circumstances, health issues, etc.]. I would greatly appreciate your understanding and support during this time.

I would like to propose the following temporary schedule:

- [Day/Date]: [Proposed Time]
- [Day/Date]: [Proposed Time]
- [Day/Date]: [Proposed Time]

I believe this modified schedule will allow me to maintain my productivity while addressing my current needs. I am more than willing to discuss this in further detail and explore any alternative arrangements that may be possible.

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

Sincerely,

[Your Name]