Job Application

Date: [Insert Date]

To,

[Hiring Manager's Name]

[Company Name]

[Company Address]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company Name] as advertised on [Job Posting Source]. I believe my skills and experience are a perfect match for your team.

Given that I currently reside in [Your Time Zone], I would like to propose an adjustment to my working hours. My suggestion is to align my schedule with [specific hours you propose], which I believe would allow me to contribute effectively while accommodating time zone differences.

I am confident that this adjustment will not affect my performance and will enable me to be fully engaged with the team during common working hours.

Thank you for considering my application and the proposed working hours adjustment. I look forward to the opportunity to discuss how I can contribute to [Company Name].

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]