

# Preferred Shifts Submission

Date: [Insert Date]

To: [Manager's Name]

Subject: Preferred Shifts Submission

Dear [Manager's Name],

I hope this message finds you well. I am writing to submit my preferred shifts for the upcoming schedule. Below are my preferred working hours:

- Shift 1: [Insert Date & Time]
- Shift 2: [Insert Date & Time]
- Shift 3: [Insert Date & Time]

If possible, I would appreciate being scheduled for these shifts. Thank you for considering my request.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]