

[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 a change to my current work schedule. After evaluating my personal commitments and work-life balance, I would like to propose the following preferred schedule:

- [Day 1: Start time - End time]
- [Day 2: Start time - End time]
- [Day 3: Start time - End time]
- [Day 4: Start time - End time]
- [Day 5: Start time - End time]

I believe this new schedule will enhance my productivity and contribute positively to our team's goals. I am open to discussing this further and am willing to consider alternative arrangements if necessary.

Thank you for considering my request. I look forward to your response.

Sincerely,
[Your Name]