

Shift Preference Request

Date: [Insert Date]

To: [Manager's Name]

[Company/Organization Name]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request my shift preferences for the upcoming schedule. I would greatly appreciate it if you could consider the following preferences:

- Preferred Shift: [Insert Preferred Shift]
- Availability: [Insert Days/Times You Are Available]
- Reasons for Preference: [Brief Explanation]

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]