

Subject: Request for Work Schedule Adjustment

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request a temporary adjustment to my work schedule due to [briefly explain reason, e.g., personal commitments, health issues, etc.].

I would like to propose the following adjustments: [list proposed changes, e.g., changing hours, remote work, etc.]. I believe this change will help me [explain how this adjustment will benefit your work or productivity].

I appreciate your consideration of my request, and I am open to discussing this matter further. Please let me know a convenient time for us to meet.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]