

Dear [Manager's Name],

I hope this message finds you well. I am writing to inquire about any changes that may be anticipated regarding our work hours. As a member of the [specific department/team], I want to ensure I am fully informed to manage my schedule effectively.

If there are any updates or discussions planned regarding this matter, I would greatly appreciate your insights. Thank you for your attention to this inquiry.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]