

# **Subject: Request to Reschedule Work Hours**

Dear [Manager's Name],

I hope this message finds you well. I am writing to request a change to my current work schedule due to [brief reason, e.g., a personal commitment or unforeseen circumstances].

I would like to propose the following adjustments:

- Original Hours: [Original Days and Hours]
- Proposed Hours: [New Days and Hours]

I believe this change will not affect my productivity, and I am committed to ensuring all my responsibilities are met during this time. Please let me know if this proposal is acceptable or if we can discuss alternative solutions.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]