

# Work Hours Modification Request

Date: [Insert Date]

To: [Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I am writing to formally request a modification to my current work hours. Due to [brief explanation of reason, e.g., personal commitments, health issues, etc.], I believe that adjusting my work schedule would be beneficial for both myself and the company.

I propose the following adjustments: [insert proposed new hours and any other relevant details]. I firmly believe that this change will allow me to maintain my productivity while also meeting my obligations outside of work.

I appreciate your consideration of my request, and I am open to discussing this further at your convenience. Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]