

# Shift Swap Proposal

Date: [Insert Date]

To: [Driver's Name]

From: [Your Name]

Subject: Proposal for Shift Swap

Dear [Driver's Name],

I hope this message finds you well. I am writing to propose a swap of our upcoming shifts scheduled for [Insert Date] and [Insert Date]. I am scheduled to work on [Your Scheduled Shift Time], and I would like to swap with your shift on [Their Scheduled Shift Time].

The reason for this request is [Brief Explanation - e.g., a personal commitment, family obligation, etc.]. I believe this swap will be mutually beneficial, as it allows us both to manage our schedules effectively.

Please let me know if you would be open to this shift swap or if you have any questions or concerns. I appreciate your consideration and look forward to your response.

Thank you!

Best regards,  
[Your Name]  
[Your Contact Information]