

Part-time Hours Adjustment Inquiry

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an adjustment to my part-time work hours.

Currently, I am scheduled to work [current hours/days], but due to [reason for adjustment], I would like to propose a modification to my schedule. I believe that adjusting my hours to [proposed hours/days] will allow me to maintain productivity while addressing my current needs.

I appreciate your consideration of my request and am looking forward to your response. Please let me know if you would like to discuss this further.

Thank you for your understanding.

Sincerely,

[Your Name]