

Faculty Workload Modification Request

Date: [Insert Date]

To: [Department Head's Name]

From: [Your Name]

Subject: Request for Modification of Faculty Workload

Dear [Department Head's Name],

I hope this message finds you well. I am writing to formally request a modification to my current faculty workload for the [specify semester/year]. Due to [briefly explain the reason for the request, e.g., personal circumstances, research commitments, etc.], I believe that an adjustment would allow me to contribute more effectively to our department and students.

Specifically, I would like to propose [briefly describe the proposed modification, e.g., reduction of teaching hours, shift in responsibilities, etc.]. I believe this adjustment aligns with our department's goals and would enhance my productivity and engagement.

I am open to discussing this matter at your earliest convenience and am willing to consider any alternative suggestions you may have. Thank you for considering my request, and I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]