

**[Your Name]**

[Your Position]

[Department]

[University Name]

[Email Address]

[Phone Number]

[Date]

**[Recipient's Name]**

[Recipient's Position]

[Department]

[University Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a reassessment of my current workload for the academic year [insert academic year]. As a dedicated member of the [Department] faculty, I am committed to maintaining the highest standards of teaching, research, and service.

Due to [briefly explain reasons such as increased responsibilities, changes in course load, etc.], I believe that my workload no longer aligns with the agreed-upon expectations set at the beginning of the semester. This has affected my ability to deliver the quality of instruction and support that our students deserve.

I would appreciate the opportunity to discuss this matter further and provide additional context regarding my current responsibilities. I am confident that a reassessment can lead to a more equitable distribution of workload among faculty members, ultimately benefiting our students and the department as a whole.

Thank you for considering my request. I look forward to your reply.

Sincerely,  
[Your Name]