

# Inquiry for Faculty Workload Adjustment

[Your Name]

[Your Position]

[Department Name]

[Institution Name]

[Date]

[Recipient's Name]

[Recipient's Position]

[Department Name]

[Institution Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inquire about the possibility of adjusting my faculty workload for the upcoming semester. Given my current responsibilities, I believe that a reconsideration of my workload could enhance my effectiveness and contribute more significantly to our department's goals.

Specifically, I would like to discuss [briefly outline the reasons for the adjustment, such as increased research commitments, teaching loads, or personal circumstances]. I feel that addressing these concerns will allow me to maintain a high standard of performance in both teaching and research.

I would appreciate the opportunity to meet and discuss this matter further. Please let me know a convenient time for you, and I will do my best to accommodate.

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

Best regards,

[Your Name]

[Your Email]

[Your Phone Number]