

Request for Alteration of Employment Terms

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an alteration to my current employment terms. Due to [reason for request], I believe that a modification would better suit both my personal circumstances and the needs of the company.

Specifically, I would like to discuss the following changes:

- [Detail the first alteration]
- [Detail the second alteration]
- [Detail any additional alterations]

I am confident that these adjustments would be mutually beneficial, allowing me to continue contributing effectively to the team. I would appreciate the opportunity to discuss this matter further and explore potential options.

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

Sincerely,

[Your Name]

[Your Job Title]