

# Timecard Modification Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Timecard Modification

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a modification to my timecard for the period of [insert date range].

Upon reviewing my recorded hours, I have noticed the following discrepancies:

- [Description of the issue 1]
- [Description of the issue 2]
- [Description of the issue 3]

I would appreciate your assistance in rectifying these errors to ensure that my timecard reflects accurate working hours. Please let me know if you need any further information or documentation to facilitate this process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]