

Request for Schedule Change

Date: [Insert Date]

[Manager's Name]

[Store Name]

[Store Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a change to my current work schedule as a retail associate. Due to [briefly explain reason, e.g., personal circumstances, educational commitments], I am finding it necessary to adjust my availability.

Currently, I am scheduled to work on [insert days/times]. I would like to request a change to [insert proposed new schedule]. I believe this adjustment will allow me to continue fulfilling my duties effectively while accommodating my current situation.

I appreciate your understanding and consideration of my request. I am willing to discuss this further at your convenience and will do my best to ensure a smooth transition if approved.

Thank you for your attention to this matter. Looking forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]