

Subject: Request for Adjustment of Remote Working Hours

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an adjustment to my remote working hours. Due to [briefly explain reason, e.g., personal commitments, health reasons, etc.], I would like to propose the following schedule:

- Monday: [Proposed hours]
- Tuesday: [Proposed hours]
- Wednesday: [Proposed hours]
- Thursday: [Proposed hours]
- Friday: [Proposed hours]

I believe this adjustment will allow me to maintain my productivity while effectively managing my commitments. I am committed to ensuring that my work quality remains high and that I continue to meet all deadlines.

I would appreciate your consideration of this request and am open to discussing it further at your convenience. Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]