

Remote Work Schedule Modification Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Modification of Remote Work Schedule

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a modification to my current remote work schedule. Due to [briefly explain reason, e.g., personal circumstances, improved productivity, etc.], I believe that a revised schedule would enhance my efficiency and work-life balance.

My proposed modifications are as follows:

- Current Schedule: [Outline current schedule]
- Proposed Schedule: [Outline proposed schedule]

I am confident that this adjustment will allow me to maintain my productivity and deliver my best work. I am open to discussing this further and would appreciate your feedback on my proposal.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]