

# Request for Temporary Schedule Change

Date: [Insert Date]

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request a temporary change to my work schedule due to [briefly explain reason, e.g., personal reasons, health issues, family obligations, etc.].

Specifically, I would like to request a modification of my working hours from [insert current schedule] to [insert requested schedule] for the period of [insert dates]. I believe this adjustment will allow me to [explain how this change would benefit your work or situation].

I am committed to ensuring that my responsibilities are met and will do my best to coordinate with the team to minimize any disruptions caused by this schedule change.

Thank you for considering my request. I look forward to your understanding and support. Please let me know if we can discuss this matter further.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]