

Subject: Request for Work-from-Home Schedule Adjustment

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a temporary adjustment to my work-from-home schedule due to [brief explanation of the reason, e.g., personal circumstances, childcare needs, etc.].

I would like to propose the following schedule adjustments:

- [New Start Time] to [New End Time] on [specific days]
- [Additional adjustments if necessary]

I believe this new schedule will allow me to maintain my productivity while accommodating my current situation. I assure you that I will remain committed to all my responsibilities and deadlines.

Please let me know if you would like to discuss this further. Thank you for considering my request.

Best regards,
[Your Name]
[Your Position]
[Your Contact Information]