

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a modification to my current work hours due to some health-related issues I am experiencing. After consulting with my healthcare provider, it has become clear that a change in my schedule would significantly improve my well-being and productivity.

Specifically, I would like to propose the following changes to my work hours: [Specify the proposed new hours or schedule]. I believe this adjustment would allow me to manage my health more effectively while continuing to contribute to the team's success.

I am committed to maintaining my responsibilities and ensuring a smooth transition during this period. I am open to discussing this further and exploring any potential solutions that will benefit both my health and the team's workflow.

Thank you for considering my request. I look forward to your understanding and am hopeful for a positive response.

Sincerely,

[Your Name]