

[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 work schedule. I would like to propose a reduced hour workweek with flexible start times in order to focus on my personal development opportunities.

As you know, I am committed to my role at [Company's Name] and fully understand the importance of maintaining productivity. I believe that dedicating some of my time to personal development will not only enhance my skills but also contribute positively to our team's overall performance.

I am suggesting a schedule of [proposed hours and start times], which I believe would allow me to manage my responsibilities effectively while pursuing these development opportunities. I am open to discussing this further and would appreciate any feedback you may have.

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

Sincerely,

[Your Name]