

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request a modification of my current work schedule to accommodate part-time hours. As you may know, I have decided to pursue further education in [specific field or program], which I believe will enhance my skills and benefit [Company Name] in the long run.

I am committed to maintaining my productivity and contribution to the team and believe that adjusting my hours to [specific hours or days] would allow me to effectively balance my work responsibilities and educational commitments.

I appreciate your understanding and support in this matter. I am looking forward to discussing this proposal further and exploring how we can make this adjustment feasible.

Thank you for considering my request.

Sincerely,

[Your Name]