

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]

Kwik Trip

[Store Address]  
[City, State, ZIP Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a change to my current work schedule. Due to [brief reason for the scheduling change], I would like to propose the following changes:

- Current Schedule: [Your current schedule]
- Proposed Schedule: [Your proposed schedule]

I believe this adjustment will allow me to continue supporting our team effectively while also accommodating my circumstances. I appreciate your understanding and consideration of this request.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]  
[Your Position]