

[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 schedule to better accommodate my personal circumstances.

Given [briefly explain the reason, e.g., family commitments, health issues], I believe that a more flexible schedule would allow me to maintain my productivity and continue contributing effectively to our team.

I would like to propose [specific changes to the work schedule, e.g., remote work options, adjusted hours]. I am confident that this arrangement will not only support my needs but also benefit the team, as I will remain fully committed to my responsibilities.

I am open to discussing this further and finding a solution that works for both the team and myself. Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Job Title]