

[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 change in my work schedule to allow for greater flexibility.

[Briefly explain the reason for your request, e.g., personal circumstances, health issues, family commitments, etc.].

I propose the following adjustments to my current schedule:

- [Option 1: Specify new hours/days]
- [Option 2: Specify remote work arrangements if applicable]

I believe that this change will not only help me manage my commitments more effectively but also enhance my productivity at work. I am committed to ensuring that my responsibilities remain fulfilled and I am open to discussing any potential adjustments that may be needed.

Thank you for considering my request. I am looking forward to your response.

Sincerely,

[Your Name]
[Your Job Title]