

## Letter Requesting Part Time Hours

[Full Name]

[Home Address]

[Post Code]

[Mobile Number]

[Professional Email]

[Date of Submission]

[Manager's Full Name]

[Organisation's Address]

Dear [Employer],

I am writing to request a change in my work schedule. Due to [personal/family circumstances], I am interested in switching to a part-time schedule. I would be available to work [days/hours]. I understand that this may not be possible, but I wanted to express my interest and see if there might be any flexibility in my schedule.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

[Full Name]

[Job Title]