

[Your Name]  
[Your Job Title]  
[Date]

[Manager's Name]  
[Company Name]

Dear [Manager's Name],

I am writing to formally request a change to my current working hours to accommodate my childcare responsibilities. This request is being made to help me balance my professional duties with my family commitments.

Currently, my working hours are [Current Hours/Days]. I would like to propose the following adjustment:

**Proposed Schedule:** [List specific hours and days, e.g., 8:00 AM to 4:00 PM, Monday through Friday]

**Proposed Start Date:** [Date]

I believe this schedule will allow me to maintain my productivity while ensuring my child is cared for. To ensure there is no disruption to the team, I plan to [Explain how you will manage your workload, e.g., arrive earlier, complete tasks remotely, or ensure coverage during specific times].

I am open to discussing this proposal or considering a trial period to ensure this arrangement works for both the department and myself. I am happy to meet at your earliest convenience to talk about this further.

Thank you for your time and for considering my request.

Sincerely,

[Your Signature]  
[Your Printed Name]