

Preliminary Shift Change Request Email

Subject: Initial Inquiry on Shift Change Possibility

Dear [Manager's Name],

Before submitting a formal request, I would like to check if it is possible to change my shift from [current shift] to [desired shift]. The reason behind this consideration is [reason]. I wanted to ask preliminarily so that I can plan accordingly and avoid any disruption.

If this change is possible, I will gladly proceed with the official request and provide all necessary documentation. Please let me know your thoughts.

Best regards,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/shift-change-request-letter>