

# Sample Email to Boss Due to Workload and Concerns

**Subject: Assistance Required with Current Workload**

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Hello Mr. Williams,

I wanted to discuss the workload for our current project. I'm facing a few challenges, such as juggling multiple tasks with tight deadlines, but I believe that with some adjustments or additional resources, we can stay on track.

Any guidance you can provide would be greatly appreciated.

Thanks,  
Emily Johnson

# Sample Email To Your Supervisor

**Christian Drosten**



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