Hello [NAME,]

I hope you and your family are safe during COVID-19.

As you know, I am working on reports, calendar management and I enjoy my work immensely.

However, I do believe I have the time and energy to contribute even more to the team.

I’ve taken some time to identify some needs and I’d love to add the following responsibilities to my current workload in order to round out my weekly duties:

[RESPONSIBILITY + WHAT IT ENTAILS]

[RESPONSIBILITY + WHAT IT ENTAILS]

[RESPONSIBILITY + WHAT IT ENTAILS]

I’m really excited about my future here at [COMPANY] and I am completely open to discussing these responsibilities—as well as how they fit into my current role—with you, at your own convenience.

Thank you for your time,

Best,

[ YOUR NAME]