**Insufficient workload allocation for a specific role**

Dear HoD,

Hope this email finds you in the best of health.

I have been completing X role and find it necessary to email you to ask for a further workload allocation of hours to enable me to complete the tasks this role demands.

To enable a decision to be made I have provided below a mapping of role tasks against hours worked and you will observe that I have already used up the hours allocated by the School for this role:

<please give as much detail here as possible about the time spent on your role. It is useful to use your Outlook calendar to record this. It may seem like a pain to do this, but the University says its workload allocation system is “evidence” based, so we need to supply them with evidence in order to challenge allocation assumptions about the roles we do>

Can you please confirm as soon as possible the new workload hours attached to this role?

Please do not hesitate to share your thoughts on this with me.

Kind Regards

Signature