**Sample Request Letter to Change Work Schedule**

From:

Amit Gupta

54, Bhagat Singh Enclave

Mumbai

Date: 09.07.2018

To,

Vinod Khatri

Marketing Manager

Novel Publishing House

Mumbai

Sub: Request for Change in Work Timings

Dear Sir,

I am working as a Marketing Executive in the marketing department of our company from last 9 months. I would like to submit my request for change in office timings because of the recent changes made in the metro timings.

I stay in the Mumbai suburbs and my residence is located at a distance of around 25 kms from our office and the last train to my residence leaves at 6 p.m. and there is no other convenient way to reach. Therefore, I request you to please consider my request for time change. At present, my working hours are from 10.30 a.m. to 6 p.m. and I would like you to please reschedule them from 9 a.m. to 5.30 p.m. so that I can conveniently board my train.

I will ensure that my work doesn’t get affected because of this slight change in time. I shall be highly obliged if you consider this small request.

Thanking in anticipation.

Yours sincerely,

Amit Gupta