

Request Letter to Change Shift Schedule

[Your Name]

[Address]

[Letter Date]

[Recipient's Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's name]

I am writing to you to request a shift schedule. As you know I am working at your bakery as a salesman for the last two years. Since the time I joined, I have been working in the day shift. Many other salesmen kept shifting their shifts but I remained stuck with my day shift as it was compatible for me. However, as you already know that I have resumed my studies which I had left after high school. In order to take regular university classes, I shall have to attend university from 9-2 and therefore, shall not be able to work in the day. Because I have to work to make both ends meet I cannot leave the job. The solution that I can see at the moment is to change the shift from day to evening. I shall be really grateful to you if you change my shift so that I may be able to continue my studies as well as my job. Hope you will consider my request.

Sincerely,

[Your Name]

[Your Title] -Optional-