3 March 2020  
John Hughes  
Manager Organization  
Manchester, 9999  
  
Dear Mr. Hughes,

I have been working in your organization for the last two years. Sir I am writing this letter to you to gain your favor regarding the change in my office timings. I have to face a lot of issues regarding my current timings. I cannot reach on time in office and come late daily and due to this, my salary has been deducted. I had informed Mr. Calvin about this but he did not listen to what I said.

The reason for my coming late is that the area in which I live, it has many schools and when I leave to come to the office there is a lot of traffic always and I cannot reach the office timely. Not only me but also other employees of that area are facing the same issue. The solution to all this is to bring a change in my office timings. It is very difficult for me to reach in time despite my all efforts. My timings here are from 9:00 am to 12:00 pm. Therefore, I request you to make a change in my timings and make it possible for me to adjust between 1:00 pm to 4:00 pm.

I would be very thankful to you if you do something in this regard. Moreover, I cannot focus on my work properly due to coming late and this thing has disturbed me really. Therefore, I request you to change my timings. If you need any further information, I am always there to provide you all. Thanking you in anticipation.

Regards,

Charles George