3 March 2020  
Alexei Williams  
Manager Organization  
Manchester, 000  
  
Dear Mr. Williams,

I hope that you are doing well. Sir, I have been teaching at your college for the last ten years. During these years I did not have to make any request to you or took uniformed leave. I am writing this letter to you as a request to change my working hours of duty. I cannot reach college in time because of traffic. Recently I have changed my residence and have shifted to a new place. The rout of my home to college is busy from 8:00 am to 1:00 pm and I almost reach late in college.

I have been warned many times about coming late and I am really shameful about this but I cannot do anything in this regard. It is not the matter of one day or two, it will continue as it is now. I try to reach early and from last week I am leaving my home an hour ago than the actual time but despite my efforts I always reach late.

Our college gives two shifts to students, morning and evening. I want to request you to bring a shift in my timings. I want to exchange my morning shift with the evening, and it suits me well, so kindly adjust me there. I assure you that the quality of education would not be affected at all due to this.

I would be very thankful to you if you give me this favor. If you need more information, I will provide you all. Waiting for a positive reply from your side! Thanking you in anticipation.

Regards,

Santa Marlow