Mr. Greg Smith  
Manager Accounts  
ABC international

Mr. Jeffery  
CEO  
ABC International

Dear Mr. Jeffery,

It is to bring into your kind attention that my mother is terribly ill. She has been admitted to the hospital. My sister is currently staying with me. In the daytime, she manages to look after our mother but at night it becomes difficult for her as she must look after my daughter. I am currently working with a shift time from 3 pm-10 pm which I am afraid I will not be able to continue. Sir, I will be better able to work in the morning shift so that I may be able to look after my mother as well.

I have been working in the company for the past seven years. I have recently been granted a promotion with an increase in salary due to my work. Moreover, I had made our previous project a success for the company. My timings if changed will not cause any problem and that I assure you. I will work in my full capacity.

Enclosed are my mother’s medical documents for your reference. If you need any other detail, I will provide you at my earliest possible.

Yours sincerely,

Mr. Greg Smith  
Manager Accounts   
ABC International