**To**

**[The Recipient]  
[Address]**

**Date:**

**Re. Request for Flexible Hours at Work due to Family Commitment**

Dear [NAME], this letter has been penned down to request a little change in my working schedule. I would request you for flexible work alignment different from my present working disposition.

I am making this invocation to take care of my disabled daughter. I assure you that for the last two years I have worked incessantly for your institute. My current working schedule is from 8:00 am to 5:00 pm and I would like to change it from 10:00 am to 5:00 pm.

The shift in hours will accommodate me accordingly and I would have adequate time to take her proper care. I have no one in my house that can assist her during my absence. This slight change in my working arrangement will not affect my coworkers and group planning.

I am all prepared to work with my teammates to lodge any repercussions it will create due to a change in my schedule. I will also assist my coworkers to handle the delay in accomplishing tasks.

I would like to request you to make the change in my working arrangement from [XX-YY-ZZ]. Your kind response to this letter will be highly appreciated and I will be delighted to talk over this situation at an appropriate time.

I am fully reluctant to talk about possible replacements to the alignments that have been mentioned above. I am also prepared to work with you to make certain that this change will prove beneficial both for the organization and me as this shift will enhance my productivity and focus on work.

I shall be highly obliged if you are kind enough and accept my request. I assure you that I will do my best in my capacity to justify the change. Thank you.

Regards.

[Your Name]  
[Address]