**To**

**[The Recipient]  
[Address]**

**Date:**

**Re. Request for Flexible Working Hours**

Dear Sir,

I am writing this letter to request flexibility in my present working schedule. I have been working as an assistant director for your organization for the past four years. I request you to change my current timings by two hours.

I come daily at 8:00 am and finish at 3:00 pm and a little change in these timings will imply a lot of benefits for me if I work from 7 am to 2 pm. This switch in working hours will prove to be a great relief for me as I would be able to manage my part-time work at [NAME].

I know that this change will affect the organization and my coworkers, but this can fit in with my allegiance to accomplish my morning tasks before customer contact starts. This would prove beneficial for my teammates as I would have enough time to aid the customers throughout the day. This would also help in reducing my coworkers’ pressure and will corroborate in serving customers in a fixed time.

I am hopeful that this change in the working arrangement will be managed by my adherence to completing morning tasks before my coworkers log on. As it can be observed that the change in time does not imply a change in working hours but only time. Hence, it will not impact the company or my work in any way.

Please, accept my request to make this and implement it into my payroll curriculum from [XX-YY-ZZ]. I would highly cherish your response to this letter. We can further discuss this matter in person when convenient.

I assure you that this change will not affect my working capabilities and I will work with better proficiency, and this will prove fruitful for the organization. I am looking forward to your kind response. Thank you.

Regards.

[Your Name]  
[Address]