To

[The Recipient Name]

**Subject: Request to change shift schedule**s

Dear Sir,

I hope you will be fine. My name is Anderson and I have been working in your company for the last 5 years. Currently, I am working in morning shift. I have just been informed by my supervisor that my duty is being switched to night. I am hereby requesting you through this letter to reschedule my shift and switch it to morning. Professionally, I fully understand that what I am requesting is wrong.

But I have been compelled to write you this request letter because I have my own concerns with the night shift.  Traveling late at night can cause some serious problems for me.

I have to travel on the road which is far away from the main city. Incidents of robbery, and mobile and purse snatching are being reported almost every day. Police have badly failed to maintain the law and order in that particular area. Unfortunately, public transport is not available at night, and it is not safe for me to travel on that road. That is the main reason behind my request.

Sir, Rules are made for the betterment of employees. The company has made a flexible policy regarding the working hours of employees which aims to facilitate them. It has been clearly mentioned in policy that an employee can request to change his working schedule in special circumstances which are beyond his control.

I am falling into the same category. Keeping in view all the above-mentioned facts, I hope you will consider my request and not include my name in the night shift list.

I shall be very thankful to you for this act of kindness.

Yours sincerely.

[NAME]  
[COMPANY]