**Request Letter change of shift Template**

Recipient's full address

Your full address  
and contact details

Date (In Full)

Objective (One sentence containing the purpose of the letter)

Dear (Insert full name),

I am writing to request a change in my work schedule. I currently work (insert days and hours of timetable.) However I would like to change these days/hours to (Insert desired changes) as I believe that they will be more beneficial for me. I would be grateful if these changes could occur (Insert time scale preference – immediately/ASAP/specific date)

I am requesting these changes on the basis of (Insert reason for requesting the changes) and I feel that these changes will not be detrimental to the company. I have considered each possibility and I believe that these changes are the best option for both myself and the company.

I am happy to discuss these options further at a time that is suitable for you. You can contact me using the contact details above, and I look forward to receiving your response.

Yours sincerely,

(Full name)