[Your Name]

Date

Recipient Name

Title

Company Name

Street Address City, ST ZIP Code

Dear Recipient Name:

I am writing this request letter to inform you that I have registered myself for the upcoming sports festival at [PLACE]. The event will last for 15 days i.e. from [DATE] to [DATE].

As per the company policy if an employee participates in sports festivals s/he will be given relaxation in working hours. On the base of this clause, I request you to reduce my working hours in the morning between 9:00 A.M to 12:00 Noon. My sports activity requires two hours of this mentioned period.

Waiting for your positive response.

Sincerely

Your Name

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