To,

CEO Star Chemicals,  
City Tower, Michigan, USA.

15-04-20XX

Subject: Request letter to reduce working hours

Dear Sir,

I hope you will be fine and enjoying good health right now. I have been waiting to talk to you about an issue but could not do this due to an excessive amount of work. Through this letter, I want to forward my request to you to reduce my working hours. I was appointed as a mason in your factory five years ago. To do away with my poverty, I work at two places as an employee. My first shift here in the factory is about ten hours a day. Immediately after completing my duty, I move to the second working place and there I work for seven more hours. This way I am making both ends meet and fulfilling my family needs. With an excess of work, I am losing my health continuously and rapidly. In this stressed condition, I will no more be able to continue with both jobs.

Moreover, I have a son who had a severe accident a few days ago. Doctors have advised him full bed rest. Since my wife is also ill and not able to take good care of him alone. If you reduce my working hours to seven instead of ten, I shall be able to perform my duties more efficiently and can take good care of my wife and son.

Today’s busy world demands time management and mental peace in order to be successful. Once these are done, they give immense pleasure and satisfaction. In the same way, everybody is striving for peace and prosperity as these are thought to be the standards of a happy life. Keeping in view all the above-mentioned facts, I am sure you will consider my request for reducing hours.

I am waiting for your positive response.

Yours Sincerely,

Anderson.