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 doing well these days. I, through this latter, hereby request you to reduce my working hours. The reason behind this is the fact that my house is located about 70 kilometers away from the office. I have to change 3 buses to reach home and, in this way, I daily get late. I cannot be transferred to a nearby branch of the office because it requires a minimum service of 10 years in order to do so. I have 5 years of service in my account.

As per the policy of our company, it is right of an employee that if he/she has serious family issues, 2 hours of relaxation in working hours may be given to him keeping in view the seriousness of the matter. The matter I have discussed with you is of the same kind. Therefore, I request you please allow me to leave the office at 3:00 P.M. instead of 5:00 P.M.

I will highly appreciate your kindness. Thanking you in anticipation.

Yours truly,

Anderson.