To

[The Recipient Name]  
[Department Name]  
[Company name]

Subject: Request letter to boss to allow work for 4 to 5 hours a day

Dear Sir,

I am Neil Johnson, working as assistant director finance in your company and I have been forced by some social crises to write you this letter. Through this letter, I want to forward my request to you to allow me 4 to 5 hours of the work in a day.

I was spending a happy life with my wife and three school-going children. Last month, the sudden death of my wife put me and my children into deep shock. After this sad incident, I arranged a maid for my children, but I have some concerns about my children's safety due to which I cannot leave them alone with maid only. I need your help in this regard. Instead of 8 hours, please allow me to work for 4 to 5 hours a day till things become normal. Since my children are in a panic, your kindness will help me take them out of it as I will spend more time with them. Please accept my request and give me a positive response. It will indeed be a great help from your side.

Yours faithfully.

[Your Name]