18 July 20XX  
  
The Manager  
ABC Firm  
Rock Stalin  
25-789 Street  
(0000) 2345-2222

Dear Mr. Stalin

I am Ted Christopher, working on the post of XYZ in your company for a long time. I would like to mention a few things before starting my request. Working in these years with you, I have grasped a lot and your treating way with employees is very supportive. The staff here is much cooperative, and I was treated well here. The penning down of this letter is to ask your favor to give relaxation in my working hours and to do something in this regard.

I was on two week’s leave three months ago due to an accident and it badly affected my backbone. Although gradually I am moving towards good health this thing creates difficulty for me to work for a continuous eight hours. I cannot do my work properly due to all this and I want you to reduce my working hours from eight hours to five hours. You give relaxation to your employees and assist them in every possible way and that’s why I have made this request to you.

I am hopeful that you might give me relaxation by reducing timing. It would be a great favor from your side to assist me. For your confirmation, I have affixed my medical reports along with this letter. I would be much thankful to you for allowing me this favor. Thank you.

Regards,

Ted Christopher