18 July 20XX

The Manager  
ABC Firm  
Adney Tyler  
25-789 Street  
(0000) 2345-9878

Dear Mr. Tyler,

I hope that you are enjoying good health nowadays and will be fine. I have been working under you for the last seven years. I was thinking to take favor from you for a long time. The purpose of penning this letter is to ask your permission to reduce my working hours. This is for the first time that I am asking for a favor and I hope that you will assist me in it.

I had discussed this matter with you many times that along with doing a job I am studying as well. This thing is now becoming very difficult for me to do a job as well as to continue my job due to timing issues. I want you to give relaxation in my working hours. I work here straight for ten hours. So would it be possible to make it for six hours? I guarantee you this thing that I will compensate for my time to work on the weekend by spending some extra hours.

This thing will make it easy for me to continue my studies as well as a job because it’s been very difficult for me to take classes on time and every time I reach late there. Therefore, it’s my humble request to you to reduce my working hours.

Keeping in view aforesaid circumstances, I hope that you will give relaxation to me by reducing working hours. It would be a great act of kindness for rendering me. You can ask anything related to this if you have any queries. Thank you in anticipation.

Regards,

Eden Jacob