**To**

**[The Recipient Name]  
[Designation]  
[School Name]**

**Subject: Request to avoid night shift due to [X]**

Respected sir,

I am writing this letter to make a very humble request to you to please not schedule my work for the night shift. I am compelled to make this request because my health has not been very good ever since I started working the night shift.

My doctor has advised me to sleep according to my biological clock for at least 8 hours every night. According to my doctor, the night shift is not for everyone. Furthermore, I also feel very exhausted with this routine and now I want to change. I hope that the change will bring improvement in me and I will be able to work more productively.

At the beginning of the new year, a new timetable will be formed. Therefore, it is my humble request to you to give consideration to my request and make me work during the day on any shift that the company finds appropriate.

In case of any queries, you can contact me or arrange a meeting with me. I shall be highly obliged. Thank you so much for your support and cooperation.

Regards.

Name of the sender  
Sender’s designation in the company  
Name of the company