**To**

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

**Subject: Night shift rescheduling request for [XYZ]**

Respected sir,

I hope you are doing well. I am writing this letter to humbly ask you to please avoid scheduling my work on the night shift when you design a new timetable for your employees. I am making this request because I am facing serious problems while going to the office late at night.

It is not safe for women to travel at night and my family remains worried for me. Therefore, I decided to share my concern with you so that you can understand my problem.

It is also very difficult for me to find public transport at night. Due to all these problems, I am requesting you avoid adding my name to the list of night shift employees as you must be working on scheduling everyone's working hours. I am ready to work any shift in the morning and evening.

As you are also aware of the society we are living in, I think you can better understand my situation without any further explanation. I expect you to consider my request and take action on it.

I shall be very grateful to you for this act of kindness. Thank you so much for considering my request and paying attention to it. I can be reached at (mention your contact details).

Regards.

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