**To**

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

**Subject: Change in shift request for [XYZ]**

Respected sir,

Please consider my request for a change in my work shift. Currently, I am working the evening shift. I would like to switch to the morning shift because I have to be at home in the evening because of my mother. I need to take care of her in the evening because my wife works in the evening and there is no one at home to take care of my mother.

I am aware of my job role, nature, and requirements and I have always tried to make sure that I don't show negligence at work. However, the evening shift is causing serious problems in my life.

I have been working in your company for more than 10 years. I have always been a dedicated and passionate employee. I have already spoken to Mr. Pell about this matter, and he has also encouraged me to make a request to you.

If you want to get further investigation about it, please call me in your office. I would be very happy to meet you and provide you with additional details. Thank you so much for your cooperation and support.

Regards.

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