**To**

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

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

Respected sir,

Please find this letter as a humble request to you to change my morning time job shift (from 8 am to 1 pm) to the evening time shift (from 4 pm to 9 pm).

I am compelled to make this request because of some serious problems. I come to my office from a remote area daily and I have to depend on public transport for this purpose. The timings of buses have now changed and now I can find public transport convenient for me only if I travel in the evening. Therefore, it is humbly requested you please change my shift so that I can conveniently travel from the office to home and vice versa.

In case you want to know more about my situation, I am ready to provide more information. Please contact me at my official contact number. I would be so happy to hear from you to resolve my matter. I know it might cause you inconvenience, but I believe that changing the shift will not affect anyone much. Thank you so much for your cooperation. I will be obliged if you accept my request.

Regards.

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