[Mention the name of the sender]

[Mention the address of the sender]

[Mention the contact details]

[Mention the email address]

[Mention the date]

Subject- [Mention the subject of the letter or email]

[Mention the name of the recipient]

[Mention the address of the recipient]

[Mention the contact information]

Dear [Mention the name of the recipient],

I'm requesting a modification in my shift schedule in this letter. Currently, my shift runs from (mention the timing of the sender). I would like to switch to the morning shift, which runs from (mention the timing), as my daughter will start school on (mention the starting date of the school of sender's daughter).

This will enable me to prepare my daughter's breakfast and lunch while also picking her up from school. She will spend the evenings with her grandmother till I pick her up from work.

I have worked for this company in the past (mention the number of years the sender worked for this company) years, so I am familiar with all of the job requirements. I will continue to do my best to uphold the company's standards.

My immediate boss encouraged me to ask for a change of shift after we chatted. She wrote me a letter of recommendation, which I have included.

I would be delighted to meet with you, provide you with any more information you need, address your issues, and go through any potential alternate solutions. My contact information is (mention the contact number of the sender)and email id is (mention the email id of the sender), respectively.

Thank you for giving this some thought and for your precious time.

[Mention the name]

[Mention the profession]

[Mention the contact details]