# Sample Request Letter for Change of Shift Schedule

## Sample N°1

[Your name]

[Company name] [Your position]

[Your city, state]

[Your email address]

[Company name]

[Employer's name]

[Employer's city and state]

[Date]

Dear [name of supervisor, employer, or superior responsible for shift changes],

I am writing to request a change in my work schedule. At this time, I currently work from [schedule] to [schedule] at [company] as [position]. I would like to change my shift to perform the [desired shift] schedule. This change would occur [dates you expect the new shift to start].

The reason for this request is [reasons for wanting to change shifts]. I am confident that we can agree, and if I could work those days, I would be willing to [incentive for the employer to make the schedule change]. I would like to discuss the matter further in person.

Please feel free to call me at [your phone number] to arrange a meeting time that is most convenient for you. I thank you for your time and consideration. I look forward to hearing from you soon.

[Signature],

[Full name]

## Sample N°2

From,

[Your name]

[Company name] [Your position]

[Your city, state]

[Date]

[Your email address]

To,

[Manager name]

[Company name] [His/her position]

[City, state]

Sub: Regarding a request for shift schedule change.

Respected Sir,

I am writing this letter to request that you please change my shift schedule from morning to evening due to some personal reasons. I would like to bring this to your attention because [reason for requesting the schedule change].

I assure you that I will not give you any opportunity to complain and that I will fulfill all my responsibilities and duties to the best of my ability. I hope you will understand my situation and approve my request for a schedule change.

Thanking you in advance.

Sincerely,

[Your first and last name]