Alex Randal Munich Metters

Downtown Palm Springs, S El Segundo St.

Palm Springs, California, 92240

October 24, 2022

Addressed to: Human Resources Coordinator George Smith

A&G Appliances C.A.

Old Palmas, W Cayon Pd

Palm Springs, California, 92240

Re: Request for reduction in working hours

Dear Mr. G Smith

I am contacting you to make a request to reduce my work hours, due to the fact that I have just begun my studies as a graphic designer at the College of desert.

My degree will take up half a morning. Currently my work schedule starts at 8:00 am and ends at 8:00 pm. I would like that, starting next month, my schedule would consist of attending from 12:00 pm to 22:00 pm.

I thank you for your attention and look forward to a positive response+.

**Sincerely, Alex Munich.**