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*USING THIS LETTER:*1. Fill in the areas that are marked with square brackets - [LIKE THIS].
2. Print and Sign.
3. Make a copy then post the letter.
4. Do NOT send this instruction page.

*WHEN TO USE THIS LETTER:*Use this letter to ask for a change to your working hours.  |

[DATE]

[YOUR NAME]

[YOUR ADDRESS]

[EMPLOYER’S NAME]

[EMPLOYER’S ADDRESS]

**Sent by [POST/EMAIL]**

Dear [EMPLOYER’S NAME]

**RE: REQUEST TO CHANGE WORKING HOURS**

I am writing to request a change to my working hours.

My current working hours are:

[INSERT YOUR CURRENT WORKING HOURS]

I would like to change my hours to the following:

[INSERT THE PROPOSED NEW HOURS]

The reason I am asking to change my working hours is:

[EXPLAIN WHY YOU WANT YOUR WORKING HOURS CHANGED]

Thank you for considering this request.

I look forward to hearing from you.

Yours faithfully,

[YOUR NAME]

[YOUR PHONE NUMBER]